DOCUMENT RESUME

ED 165 556 HE 010 792

AUTHOR Watson, Rose T.; Hogges, Ralph
TITLE A Model Academic Advisement Manual for Teaching Faculty.
INSTITUTION Florida International Univ., Miami.
PUB DATE [78]
NOTE 117p.; Some tables may not reproduce well due to marginal legibility of original document ; Best copy available

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS *Administrative Policy; *Admission Criteria; Career Planning; Clinical Experience; College Admission; College Curriculum; College Faculty; *Degree Requirements; Directories; *Educational Counseling; External Degree Programs; *Faculty Advisors; *Grading; Guides; Health Occupations Education; Higher Education; Individualized Programs; School Policy; School Registration; Social Services; Social Work; Statistics
IDENTIFIERS *Florida International University; Policy Statements

ABSTRACT

The manual, for faculty advisors at Florida International University, provides information regarding policies and procedures relating to the academic advisement process. The introduction includes an academic advisement policy statement and the philosophy of the School of Health and Social Services. Part 2 provides an overview of the four phases of the advisement process and discusses the functions and responsibilities of the coordinator and the faculty advisor and outlines liaison activities with the Office of Registration and Records. Admissions are covered in part 3 (including such topics as admission policies and procedures, program requirements, general education requirements, and transfer credit) and registration is examined in part 4. Academic regulations (such as class attendance, dropping and adding, final exams, withdrawal, readmission, and suspension) are described in part 5. Part 6 focuses on the grading system, and part 7 on degree requirements. Curriculum offerings in the School of Health and Social Services (such as criminal justice, dietetics and nutrition, health science, home economics, nursing, physical therapy, and social work) are outlined in part 8. Part 9 provides other information regarding the external degree program, career planning and placement services, clinical and field experience, individualized programs of study, and statistics on the School of Health and Social Services. Included is the campus directory. (BD)

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A MODEL ACADEMIC ADVISEMENT MANUAL FOR TEACHING FACULTY

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By Rose T. Watson, ABD and
Ralph Hogges, Ed.D.

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This manual was designed to provide for faculty advisors the policies, procedures and other information vital to the academic advisement process.

Although it was prepared specifically for faculty advisors in the School of Health and Social Services, other educational personnel should find it useful.

Academic advisement is a very important component of the faculty-student relationship, therefore, it is hoped that this manual will assist the advisor and the advisee in achieving an authentic partnership; a one-to-one relationship where together, the student and faculty advisor may explore the vocational goals and opportunities, learning skills and teaching methods, curricular choices and limitations, student and teacher performance and all other matters necessary to assist the student in defining and achieving his/her educational objectives.

Academic advisement for the School is coordinated through the Dean's office. The Coordinator provides input into and is kept abreast of advisement policies and procedures through a close working relationship with key offices of the University -- Admissions and Community College Relations, Registration and Records, the Division of Student Services. This information is disseminated throughout the School, to the Dean, Chairpersons and faculty members. The Office of Academic Advisement also serves as a resource center, containing a reservoir of information, readily accessible to the Dean and staff, faculty and students.

Each student is assigned an advisor upon admission into a program. A listing of each advisor and his/her advisees is maintained in the Office of the Coordinator.

Rose T. Watson
Coordinator
Academic Advising

SCHOOL OF HEALTH AND SOCIAL SERVICES

ACADEMIC ADVISEMENT MANUAL

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I. INTRODUCTION

Academic Advisement Policy Statement

Academic advisement is the responsibility of the faculty. Upon being admitted to a College or a School within the University, each student is assigned a faculty advisor. In keeping with the University's commitment to student-centered education, the student's academic program will be planned by the student and his/her faculty advisor.

Philosophy

Needless to say, the life blood of the University is the student. The University, therefore, must of necessity evolve around the student....his/her needs, expectations, aspirations, problems, joys, motiviations and other factors which influence the student's life.

In the School of Health and Social Services as in the University at large, a broad spectrum of our society is represented.

Ours is a highly technical, complex and rapidly changing world. Students sense the urgency to come to the University to "sharpen their tools for adequate functioning." There are endless variables which could determine the destiny or outcome of each student; thus, the function of academic advisement and/or counseling becomes crucial.

In the School of Health and Social Services, all faculty members are advisors. Faculty advisors are urged to serve as faculty friend, demonstrating a personal interest in the student, discussing with him/her minor and major concerns related to the educational pursuit. There is no general program in the School of Health and Social Services in which a student can enroll, thus he/she is admitted directly into one of nine programs. The idea of goal setting in terms of choosing a career has long been tackled by most students in that most are employed full- or part-time in their chosen area of study. However, in this period of high unemployment and economic distress, it is important that the program of study be planned carefully in keeping with the job market's supply and demand. It is important that the program of study be planned with career flexibility in mind.

Statewide Articulation Agreement between the State Universities and Public Junior Colleges of Florida

The number of community college students transferring to upper division study in the State University System has increased tremendously over the past ten years. In the near future, it is likely that more than half the students enrolled in the upper division of the State Universities will have a community college origin. Therefore, articulation between the Division of Universities and the Division of Community Colleges has become crucial. A joint agreement has been adopted which:

- Recommends specific areas of agreement between community colleges and State Universities.
- Sets forth criteria for the awarding of the Associate in Arts degree.
- Defines the Associate in Arts degree as a component of a baccalaureate degree.
- Provides for a continuous evaluation and review of programs, policies, procedures and relationships affecting transfer of students.
- Recommends such revisions as are needed to promote the success and general well being of the transfer student.

NOTE: See full text in the Florida Board of Regents Operating Manual.

There is still much work to be done, "articulation-wise," to assure for the student a smooth transition between the programs on the Public Community College level and those offered at Florida International University.

This is particularly true with some of the programs in the School of Health and Social Services. Often a student has completed a lower program, yet does not have the prerequisites for entrance to the upper level. More emphasis must be given to articulation activities in an attempt to build a baccalaureate program, the upper division built upon the base of the lower division.

II. ACADEMIC ADVISEMENT IN THE SCHOOL OF HEALTH AND SOCIAL SERVICES

An Overview of the Advisement Process

A student wishes to enroll in the School of Health and Social Services, Florida International University.

Phase I. Student makes inquiry about a program by:

- Calling for an appointment - Admissions Office, Dean's Office, Programs.
- Dropping in.
- Telephoning.
- Writing a letter.
- Speaking with the Pre-Admissions Counselor on one of the Junior College Campuses or at Florida International University.

Students are advised as to program choices, criteria for admission to the University as well as to specific programs, the CLEP, various proficiency exams, credit for life experiences, financial aid, external degree options, which programs have limited enrollment, etc. Student is advised to make application and to submit the necessary credentials to the Admissions Office.

Phase II. The Student Application Process:

- Students begin application process by sending to the Admissions Office a completed application form and all necessary credentials, i.e., transcripts, licenses, etc., indicating a specific choice as to major.
- A series of letters are exchanged between the student, the Admissions Office and/or the program, until Admissions process is complete. The student then receives a letter of admittance to the University and to his specific major program.
- Generally, a student with the following credentials is admissible to the School of Health and Social Services:
  - Has an AA degree from a Florida Community College.
  - Has an AS degree in allied health field, a diploma in nursing or other allied health program with 45 credits of general education requirements.

··Has 81 quarter hours or more credits from a four year institution, general education requirements met.

· A student may be admitted as:

··Regular student - degree seeking

··Fully admitted - having met entrance requirements and submitted all necessary credentials.

··Tentatively admitted - having documented that (30) semester hours or (45) quarter hours have been completed and that the necessary work to be admitted is in progress. Students may register only one quarter with the "Tentative Admit" status.

··Special Student - non-degree seeking
The special student is not required to meet the admissions requirements of the University and as such is not officially admitted to the University. He is required to complete a non-degree registration form each quarter and registration is on a space available basis.

··External degree student - degree seeking
A self directed, non-residential program for residents of the State of Florida. Individual study plans are designed for each student in the form of an "educational contract." The student is given maximum academic credit for what he has already learned through traditional and non-traditional work and other life experiences.

The following programs are presently involved in the external degree program:
···Criminal Justice
···Health Science
···Medical Technology
···Social Work

· Due to varied restrictions, the following programs accept a limited number of students and have internal admissions procedures as well:
··Dietetics and Nutrition
··Medical Technology
··Occupational Therapy
··Physical Therapy

Phase III. Student is admitted to one of the nine programs.

- Theoretically, a folder containing the student's application form, transcript(s), summary of prior college work form and a blank program of studies form is hand carried to the secretary of the program. (In many instances, the summary of prior college work and program of studies form will come later.)

- Student is assigned to a faculty advisor. Student comes in for initial advisement and to establish the faculty/student relationship. If the folder is complete at this time, the advisor will:

  - Sign the summary of prior college work form, giving the student the designated copy, if there are no discrepancies. If there are discrepancies, the same will be amended and student will receive copy at a later time.

  - Work out with the student his program of studies, giving the student the designated copy.

  - Register student for the coming quarter (if this is the registration period).

  - If "prior college work form" and program of studies form are not in folder, they may be done later and student's copy submitted to him/her.

Phase IV. The On-Going Advisement Process

- The student will seek out the advisor and vice-versa to discuss varied details, academic or personal. The student's performance is evaluated periodically in order to assess the extent to which he/she is progressing toward the desired goal.

Functions and Responsibilities of the Coordinator

- To serve as facilitator for expediting the academic advisement program for the School of Health and Social Services.

- To advise potential students and information seekers relative to curricular choices and career alternatives which may be pursued within the School. For more specific information, referrals will be made to the program in question.

- To remain abreast of all policies and procedures relative to the student's Academic Welfare and to maintain a constant flow of such information to the Dean's staff and faculty.

- To serve as liaison officer between the Registrar and the programs; receiving official documents from the appropriate offices, with responsibility of processing the same. To keep programs abreast of changes in policies, procedures, deadlines, etc., on student related matters.

- To represent the School in the Division of Student Services.

- To collaborate with the Office of Career Planning and Placement, International Student Affairs, Financial Aid in planning for specific needs and activities in the School.

- To maintain a reservoir of information relative to financial aid, career planning, etc., for use by the Dean's staff, faculty and students.

- To assist students, faculty and staff in solving problems relative to student records, etc.

- To serve as ombudsman in student related matters.

- To assist Faculty Advisors in expediting the advisement process.

- To serve as Faculty Friend, demonstrating a personal interest in the student; discussing with him/her various concerns of the educational pursuit.

Functions and Responsibilities of the Faculty Advisor

- To serve as faculty friend, demonstrating a personal interest in the student; discussing with him/her various concerns of the educational pursuit.

- To plan with the student a program of studies in keeping with the student's immediate goals as well as long range objectives to the extent to which these may be determined.

- To assist the student in knowing the structure of the University as it relates to the Schools, Colleges, Divisions and Programs and the philosophy around which the University is formed.

- To assist the student in periodic evaluations of his/her academic progress as well as the extent to which he/she is progressing toward the chosen goal.

  - An Academic Progress Conference must be held with each student whose rate of progess shows that he/she is not progressing consistently toward the chosen goal. The purpose of the conference is to provide an opportunity for the student and his faculty advisor to take an in-depth look at the student's lack of progess and to assist the student in finding corrective alternatives.

- To be knowledgeable of the broad spectrum of services available to the student through the Division of Student Services for advisement purposes. These include:

  - Student Organizations
  - Publications by and for students
  - Recreational facilities
  - Student Government Association
  - Student Health Care
  - Facilities for handicapped students
  - Food service on campus
  - The Cooperative Education programs
  - Financial Aid: Supplementary financial aid information is available in the office of the Coordinator of Academic Advisement
  - Career Planning
  - Counseling services
  - Housing and Transportation
  - International student assistance

NOTE: The Student Handbook is available in UH 211.

Liaison Activities with the Office of Registration and Records

Quarter A = present quarter
Quarter B = following quarter

Week	Quarter	Activity
I	A	First day of class
	A	Drop and Add
	B	Maintenance Schedule due
II	A	Updated Program of Studies due
	A	Drop and Add with Dean's permission
III	A	Preliminary Class Rolls
	A	Drop and Add with Dean's and Vice President's permission
IV	A	Receipt of Marginal Student Performance information
	A	Receipt of updated Programs of Studies
V	B	Registration
	B	Daily Registration tally
	A	Official Class Rolls
	A	Certification of Progress Conference
VI	B	Registration
	B	Daily Registration tally
	A	Certification of Progress Conference
VII	B	Schedule Adjustments
VIII	A	Receipt of graduation certifications
	B	Schedule adjustments
IX		
X	A	Receipt of grade rolls
XI	A	Graduation certifications to be completed and submitted
	A	Grade Rolls submitted
XII	B	Receipt of Change Day Schedule
	B	Change Day

III. ADMISSIONS

Admissions Policies

- The office of Admissions and Community College Relations is responsible for admitting all undergraduate students who meet the University's minimum criteria.

- Undergraduate Students:

  - Students who have been awarded the Associate in Arts degree from a Florida Public Community College.

  - Students who have earned 90 credit hours of Collegiate work from any other accredited institution at an acceptable performance level; having completed the general education program requirements equivalent to that given in a Florida public college.

  - Students who have been awarded the Associate in Science degree from a Florida Public Community College or have earned 90 quarter hours at a Florida Public Community College and who have completed at least 40 of the 54 quarter hours of general education requirements (or the equivalent) are eligible for admission to the degree program of their choice.

- A student meeting the above admissions requirements but who has not completed the remaining general education course requirements and/or prerequisite courses for admission to a particular degree program may complete the work in the following manner:

  - At a Florida Public Community College or accredited institution.

  - In the College and Schools of FIU.

  - Achieve a satisfactory score on the CLEP examination.

- Graduate Students:

  Students seeking admission into graduate programs must meet the minimum standards set forth by the Florida Board of Regents. These requirements are:

  - A Bachelor's degree or equivalent from a regionally accredited university or college.

  - A "B" or better average in all work attempted while registered as an upper division student for the baccalaureate degree, or a total score (quantitative plus verbal) of 1,000 or higher on the Graduate Record Exam, or an equivalent score on some other measure specified by the University.

- It is possible for an applicant who fails to meet these criteria, but who shows "promise for success" in a graduate program, to be admitted on a provisional basis.

  - As of this writing, there is only one graduate program in the School. A graduate program leading to the Master of Science in Dietetics.

  - A Master's Program in Criminal Justice is in the planning stages of development.

Personalized Admissions System (PAS)

The Office of Admissions and Community College Relations' Personalized Admissions System (PAS) is the responsibility of the Admissions Counselor who conducts PAS on the Miami-Dade campuses during weekly visits to those campuses.

A student will be allowed to submit a completed application form (along with a check for $15) to the Admissions Counselor. The student can also submit a "student's copy" transcript.

The Admissions Counselor will evaluate the transcript and if there is at least 45 quarter hours of coursework with at least a 2.0 GPA and the program the student is applying to is neither capped nor has a selective admission policy, the Admissions Counselor can present the student with a tentative admit letter.

Admissions Procedures

- Undergraduate and graduate degree seeking students may obtain an application for admission, catalog and other admissions material from:

  The Director of Admissions and
  Community College Relations

- Completed Admissions Applications and all supporting credentials must be on file in the Admissions Office before final decision can be made regarding the acceptance of an applicant.

- A fiften ($15) non-refundable application fee must accompany the completed application form.

- It is the responsibility of an applicant to initiate requests for necessary transcripts from each post-secondary school attended to be sent to the Admissions Office.

- A student may be admissable to the University but not to a specific program due to specific program prerequisites.

- The following programs have an internal admissions process: Dietetics and Nutrition, Medical Technology, Occupational Therapy, and Physical Therapy.

PROGRAM REQUIREMENTS AT A GLANCE

PROGRAM	ADMISSIONS REQUIREMENTS	REQUIRED COURSES	OTHER REQUIREMENTS
CRJ	-90 credit hours including general education requirements -AS or AA degree in Criminal Justice, Police Science, Criminalistics, Criminology or related fields	NONE	Criminalistic Chemistry track students are recommended to take the following: General Chemistry with qualitative analysis, Organic Chemistry, General Physics with calculus math
DIN	-90 credit hours including the general education requirements -An associate degree	2 semesters-general chemistry with lab, 1 semester organic chemistry, human biology, algebra	
HSM	-90 credit hours including the general education requirements -AS degree in Allied Health Field	NONE	-AA degree with program -Diploma - 2 year Allied Health Program
MDT	-90 credit hours including general education requirements	2 semesters chemistry with lab 2 semesters biology with lab 1 semester pre-calculus math	2.0 of 4 point grade average in required courses
NUR	-RN License -AS degree or diploma in Nursing -45 quarter hours in general education	NONE	
OCT	-90 credit hours including general education requirements	1 quarter biology with lab 1 quarter sociology 1 quarter zoology with lab 1 quarter math 1 quarter chemistry 1 quarter basic design 2 quarters psychology	2.5 of 4 point grade average

PROGRAM REQUIREMENTS AT A GLANCE (continued)

PROGRAM	ADMISSIONS REQUIREMENTS	REQUIRED COURSES	OTHER REQUIREMENTS
PHT	-90 credit hours including general education requirements	2 semesters biology or zoology with lab 2 semesters chemistry with lab 2 semesters physics with lab 2 semesters psychology	2.5 of 4 point grade average
SOW	-90 credit hours including general education requirements	1 semester Human Growth and Development	

General Education Requirements

Florida International University requires that all students must have completed a general education program prior to graduation. Florida International University recognizes the following general education programs:

- Students from either a Florida Public Community College or a State University System Institution who have been certified as having completed an approved general education program prior to transfer to Florida International.

- Students who have taken their freshman and sophomore years in a college other than a Florida Public Community College or at an institution in the State University System of Florida may similarly receive credit for such courses shown on their transcripts as meeting general education requirements.

Students may be admitted before completion of an equivalent general education program provided such a program can be completed through:

- Coursework at Florida International University.

- An Inter-institutional registration arrangement with a Florida Public Community College.

- College Level Examination Program (CLEP)

- Through some other arrangements designed to meet individual needs. General education deficiencies may be erased by completing the appropriate coursework from the list below in the quantity of credit hours noted:

English Composition (9 Quarter Hours):

Composition
Creative Writing
Expository Writing
Technical Report Writing

Humanities (9 Quarter Hours):

Art
Music (non-performing)
Drama
Literature
Philosophy
Religion
Logic
Foreign Languages
Speech
History
Western and/or Eastern Civilization

Natural Sciences (9 Quarter Hours):

Chemistry	Geology
Physics	Astronomy
Biology	Earth Science
Zoology	Geography (Physical Science only)
Botany	
Physical Sciences	Environmental Sciences

Mathematics (4 Quarter Hours):

College Mathematics
College Algebra
Calculus
College Trigonometry
Analytical Geometry
Statistics

Social Sciences (9 Quarter Hours):

Sociology	International Relations
Psychology	Anthropology
Economics	Social Sciences
Political Science	Geography

Electives (14 Quarter Hours):

Fourteen quarter hours of electives in the above areas.

In addition to the above stated policies the following internal policies would be adhered to:

1. English taken in a foreign institution of higher education by students whose native language is not English will be granted humanities credit for those English courses, rather than credit towards English composition. Because of the international thrust of Florida International University the foreign student whose previous course work comes exclusively from foreign institutions will not be penalized in the admission decision because they have a deficiency in English Composition. The foreign student will still have to demonstrate English proficiency by submitting the appropriate test score before admission to the University will be granted.

2. Students whose native language is not English, will not be granted humanities credit for conversational courses in their native language.

College Level Examination Program - CLEP

- CLEP is a program designed to measure knowledge in certain subject matter areas of General Education. Two types of tests have been prepared:

  ·· General Examination
  .. Subject Examination

- The maximum transferability under CLEP is 45 semester or 67.5 quarter hours.

- The CLEP examination is given on the third Saturday of each month at varied testing centers. Fees are based upon the number of tests taken.

  ·· Testing Centers for this area are:

  University of Miami
  Guidance Center — Phone: 284-2450

  Miami-Dade Community College
  North Campus
  Testing Department — Phone: 685-4521

  For more information, call one of the above numbers.

- Preparation for CLEP:

  Manuals: College Level Examination Program
  by Gary R. Gruber, Ph.D. (Simon and Schuster)

  Costs: $3.95 - Florida International University
  Bookstore

  $5.00 - Arco, Study Guide to CLEP
  Miami-Dade Community College/North Campus
  Bookstore

  Courses: "Preparation for College Level Examination Program"

  A 13 week course given through the Department of Continuing Education, Miami-Dade/North
  Phone: 685-4521

CLEP Scores

- CLEP scores are usually sent directly to the Institution accepting the credit.
- The student who is admitted with general education deficiencies may take the exam and have scores sent directly to the University.
- Before January, 1974, CLEP scores above the 25 percentile were accepted by the State University System.
- Since January, 1974, only scores above the 50 percentile are acceptable.
- The following scores are accepted for general education equivalency:

English Composition	9 credits - 494
Natural Science	9 credits - 489
Social Science	9 credits - 488
Humanities	9 credits - 489
Math	9 credits - 487

- If a student took the exam prior to January, 1974, but received credit afterwards based on the new criteria of 50% scores, he may be eligible for more credit. These scores must be presented to the Office of Admissions and Community College Relations for review.

25 PERCENTILE SCORES

English	428
Humanities	422
Math	413
Natural Science	424
Social Science	423

Transfer Credit

- All college level academic courses successfully completed at an accredited college or university will be considered for transfer credit at Florida International University. Students who earn an Associate in Arts degree at a Florida Public Community College will be credited with at least 90 quarter hours toward a baccalaureate degree. Students will have their transcripts evaluated, and such credit as is applicable toward the degree being sought will be granted.

- Limitations on Transfer Credit: Within the framework of the regulations below, undergraduate students admitted to the University will receive credit for all work appropriate to their degree programs. Final determination regarding applicability of transfer credit accepted toward the fulfillment of degree requirements resides with the Dean of the School.

- A student transferring from a four year college may transfer up to 135 quarter hours, and those transferring from two year colleges may transfer up to 90 quarter hours. In individual cases, at the discretion of the Dean, a greater number of credits may be transferred, i.e., the Social Work Program will accept 94 credits.

- Normally, the grade "D" will be accepted for transfer, however, such coursework in the major field is subject to review and approval by the Dean.

- Normally, credit from non-accredited institutions will not be accepted; however, such credit, when presented will be considered on an individual basis by the Dean of the School.

- Credit from military schools will be considered for transfer in accordance with the recommendations of the American Council on Education.

- Credit from foreign institutions will be considered on an individual basis. Credit will be granted for all work which is applicable toward the degree being sought.

Procedure for the Evaluation and Awarding of Transfer Credit

When an applicant's credentials have been received by the Office of Admissions and Community College Relations, the evaluator responsible for the School of Health and Social Services will evaluate and determine the awarding of transfer credit.

The evaluator will follow the policies as set forth herein:

- A student transferring from a Community College will be allowed to transfer into a program a maximum of 90 quarter hours in each of the programs except Social Work, which will transfer a maximum of 95 quarter hours contingent upon the student taking (SOW 201) - Introduction to Social Welfare, at the Community College.

- A Health Science major may transfer in 90 quarter hours from a three year diploma hospital program.

- A student transferring from a four year college or university will be allowed to transfer a maximum of 135 quarter hours.

- Credits that are being transferred in, which were taken while the student was classified as junior or senior, will be determined by the specific program in question.

- No attempt will be made by the evaluator to award transfer credit for upper division courses. This will be the responsibility of the faculty and will be written in the faculty review section of the "Summary of Prior College Work Form"

- The Office of Admissions and Community College Relations will approve the application based upon specific criteria set forth by each program relative to:

  ··Number of hours completed
  ··Academic grade point average
  ··General education requirements

The Admissions evaluator may award transfer credit for upper division free elective hours. The Academic department is responsible for awarding all other upper division hours.

Summary of Prior College Work Form (Sample Copy)

SUMMARY OF PRIOR COLLEGE WORK

NAME: Doe (LAST) Mary (FIRST) Ann (MIDDLE) STUDENT ID NUMBER 333 33 3333

SCHOOL/COLLEGE: H+SS TERM: 097

MAJOR AND CODE: Health Science / 1201

ADMISSIONS EVALUATION

GENERAL EDUCATION CREDIT TAKEN AT PREVIOUS INSTITUTIONS:							TOTAL REQ'D	GENERAL EDUCATION DEFICIENCIES:
								NONE ☒
ENGLISH COMPOSITION:	TECH REPORT WRITING						9	ENGLISH ____ QTR HRS
COMPOSITION 4.5 4.5	EXPOSITORY WRITING 4.5	9	13.5				9	HUMANITIES ____ QTR HRS
CREATIVE WRITING	OTHER: 4.5 4.5						4	MATHEMATICS ____ QTR HRS
HUMANITIES:	ART						9	NATURAL SCIENCE ____ QTR HRS
MUSIC (NON PERF)	FOREIGN LANG						9	SOCIAL SCIENCE ____ QTR HRS
DRAMA 4.5	SPEECH						1½	ELECTIVES ____ QTR HRS
LITERATURE	HISTORY 4.5		9					
LOGIC	WEST/EAST CIV							
PHILOSOPHY	OTHER:							
RELIGION								
MATHEMATICS:	CALCULUS							
TRIGONOMETRY	COLLEGE ALGEBRA 4.5							
ANAL. GEOMETRY	COLLEGE MATH	9	4.5					
STATISTICS 4.5	OTHER: 4.5							
NATURAL SCIENCE:	GEOLOGY							
PHYSICAL SCIENCE	PHYSICS							
ASTRONOMY	GEOGRAPHY (PHY SCI)							
CHEMISTRY 4.5	ZOOLOGY		9					
EARTH SCIENCE	ENVIRON STUDIES							
BIOLOGY 4.5	OTHER:							
BOTANY								
SOCIAL SCIENCE:	ECONOMICS							
ANTHROPOLOGY	INTER'L RELATIONS 4.5							
PSYCHOLOGY 4.5	POLITICAL SCIENCE		9					
SOCIOLOGY	OTHER:							
GEOGRAPHY								
TOTAL GENERAL EDUCATION CREDITS		18	45				63	
NON GENERAL EDUCATION CREDITS		2	25				27	
TOTAL CREDITS		20	70				90	

3.0 G.P.A. A A HIGHEST GRADE EARNED

☑ APPROVED ☐ DENIED

☐ REFERRED (See Comments)

COMMENTS:

X
ADMISSIONS EVALUATOR

AWARD OF TRANSFER CREDIT

TOTAL TRANSFER CREDIT (BY INSTITUTION) FOR YEARS INDICATED

	(INSTITUTION)	FICE CODE	YEARS (FROM-TO)	QTR HR CREDIT
1.	Un. V. of Miami	1536	72-73	20
2.	MDCC	1506	73-74	70
3.				
4.				

CLEP CREDIT

ENGLISH ____ QTR HRS
HUMANITIES ____ QTR HRS
MATH ____ QTR HRS
NAT SCIENCE ____ QTR HRS
SOC SCIENCE ____ QTR HRS
SUBJECT EXAMS ____ HRS

X
ADMISSIONS EVALUATOR DATE 8/12/98

FACULTY REVIEW

PLEASE REVISE THE AWARDING TO TRANSFER CREDIT TO READ:

	(INSTITUTION)	FICE CODE	YEARS (FROM-TO)	QTR HR CREDIT
1.				
2.				

THIS CHANGE IS BEING MADE FOR THE FOLLOWING REASON:

FACULTY EVALUATOR DATE

IV. REGISTRATION

Policies and Procedures

- Registration usually takes place for two weeks during the sixth and seventh weeks of the quarter. All regular degree seeking students who are currently enrolled during the quarter are expected to register during the two week official registration period.

- A $25.00 late fee is assessed to all regular full-time students who do not register during the official period.

- Special students may also register during the official registration period as well as on Change Day.

  - The late fee may be waived if registration was prohibited upon recommendation of an academic progress conference.

- Regular, degree seeking students may register as follows:

  - New students, graduate and undergraduate, should contact the major program to request an advisement appointment and to register.

  - Continuing students, graduate and undergraduate, should contact the advisor for a registration appointment.

  - Special students are required to complete a non-degree registration form each quarter. The number of credits earned in the special student category which may be applied toward a degree is as follows:

    Graduate level.....15 credit hours
    Undergraduate level.....20 credit hours

  - NOTE: A late $25.00 fee is not assessed to regular students who are not currently enrolled during the quarter.

FLORIDA INTERNATIONAL UNIVERSITY

REGISTRATION COURSE REQUEST FORM
STUDENT / ADVISOR PLANNING COPY

Winter 1975
QUARTER YEAR

3 4 3 6 4 5 4 3 2
STUDENT NUMBER

NAME: Tatta John H
LAST FIRST MIDDLE

COURSES DESIRED → DIRECTIONS:

DEPT. ABBR.	COURSE NO.	SECTION NO.	CR. HRS.
HSM	304	C01	05
NUR	350	C01	05

Please enter course information in the appropriate space to the left using the sample format below.

DEPT. ABBR.	COURSE NO.	SECTION NO.	CR. HRS
CHE	301	C01	05
CHE	301	L51	02

Instructions

A) In consultation with your advisor, indicate in the spaces above the courses desired. After completing your course request selection on this form, please transfer the information to the mark-sense Registration Course Request Form, obtain the necessary signatures and turn it in to the Office of Registration and Records. The white copy will be validated as your proof of course registration. The yellow copy should be retained by the College/School. PLEASE BE CAREFUL, in griding the mark-sense forms, any errors will adversely affect your registration.

B) You have completed the first step in the registration process. The courses you have requested will be scheduled, to the extent possible, exactly as you have requested. If, however, your exact request cannot be met, you will be scheduled, if possible, in an open section in the time period you indicated as your ALTERNATE SCHEDULING PREFERENCE. If you cannot be scheduled as you have requested, it may be for one of the following reasons: (1) Course was full at the time you were being scheduled (2) Course was in time conflict with another course you requested or you excluded yourself from the time block in which the course was offered. (3) Course will not be offered this quarter, or (4) There is an error in copying the course information and no such course/section exists.

C) The final step in the registration process is the payment of fees. You will receive your class schedule and self-assessment fee cards in the mail approximately one week before the next quarter begins.

D) If it is necessary for you to make changes in your schedule, you are encouraged to attend CHANGE DAY prior to the start of classes.

E) If it becomes necessary for you to change your registration request before the official registration course request period ends, it will be necessary for you to submit another form indicating all courses for which you wish to register. Your new requests will substituted for your original requests.

F) If you have questions and/or comments about your registration, please contact the Office of Registration and Records.

Copies: White, Student Yellow, College/School

FLORIDA INTERNATIONAL UNIVERSITY

REGISTRATION COURSE REQUEST FORM

USE A NUMBER 2 PENCIL ONLY!

NAME Jatta John H
LAST FIRST MIDDLE

☐ If this is a substitute request, check box.

INSTRUCTIONS

1. Use a No. 2 pencil only!
2. Enter Course Information in the appropriate blocks. (Example: MAS 325 CO1 05)
3. Code course information in the spaces directly beneath each block.
4. Complete one set of blocks for each course requested.
5. Do not make any stray marks.
6. When erasing, do so completely.
7. If requesting more than four courses, use a second form.
8. Submit Registration to the Office of Registration and Records.

STUDENT NUMBER
SOCIAL SECURITY NUMBER

DATE
MO. DATE YEAR

TERM
SPRING
SUMMER
WINTER
FALL

REGISTRAR'S USE ONLY

ADVISOR'S APPROVAL
X

DEAN'S APPROVAL
Required if requesting more than 20 hours

TOTAL QUARTER HOURS REQUESTED
10

DEPT.	CSE NO	SECT. NO	HRS.

IMPORTANT

Mark appropriate alternate schedule preference.
0 Day or Evening (anytime)
1 Monday-Thursday (daytime)
2 Tuesday-Friday (daytime)
3 Monday-Wednesday (evening)
4 Tuesday-Thursday (evening)

Official Registration Policy

- A student is officially registered for a course and is eligible to receive a grade and related credit hours when he or she has:

  (1) been admitted or requested special student status,

  (2) submitted the appropriate registration form (Registration Request Form or Drop/Add Card) to the Office of Registration and Records, and

  (3) paid the appropriate fees to the Cashier's Office.

  These activities must be completed by the appropriate deadlines.

  This policy will be strictly enforced as of Spring Quarter, 1975. The only exception will be for administrative error.

- Procedure to be utilized to assure that an officially registered student's name is on the class roll:

  - Official Class Rolls must be checked. It is suggested that faculty either call the roll or post the roll requesting students to check to insure that their names are listed.

  - If a student's name does not appear, it means he or she is not officially registered for the course. It also means that unless an administrative error has been made, no grade or credit will be allowed.

  - When it is determined that a student's name is not on the class roll, he or she should be sent immediately to the Office of Registration and Records with their registration and fee receipts to discuss the situation. If it is determined that an administrative error has been made, the situation will be corrected and the student will be given a form to prove registration. The student should not be re-admitted into the class unless proof of registration can be shown.

V. ACADEMIC REGULATIONS

Classification of Students and Course Loads

- Students are classified by the Office of Registration and Records as follows:

  .. Junior--through 134 quarter hours credit.

  .. Senior--135 or more quarter hours credit.

  .. Post-Baccalaureate--a student enrolled in graduate level courses who has earned a Bachelor's degree, but is not admitted into a graduate program.

  .. Graduate--a student admitted to a graduate program.

  .. Special Student--a non-degree seeking student enrolled in undergraduate or graduate level courses.

- In terms of credit hour load, students are classified as: full-time if they are enrolled for ten credit hours or more.

- Part-time students are those enrolled for less than ten credits. The typical course load for a full-time graduate or undergraduate student is 15 hours.

- A course load of more than 20 quarter hours must be approved by the student's Advisor and Dean (or designee).

- For class load information for Veterans and Foreign Students, the same may be obtained from the Division of Student Services.

Class Attendance

- The University does not require class attendance and does not maintain penalties for non-attendance. Individual faculty may, however, establish attendance criteria in classes where it is necessary for academic reasons.

Course Selection

- Credit: refers to one hour of classwork or the equivalent each week for an entire academic quarter.

- Major: an integral part of the Bachelor's and Master's Degrees; a major concentration of course work in an approved academic discipline.

- Elective: courses from an academic area a student may choose to complement his or her major area in order to fulfill the quarter hour requirements for a particular program.

Dropping and Adding Courses

- The first week of each quarter is the official drop/add period. During this period, a student may add courses, drop courses (no record kept), withdraw from the University (with a fee refund).
- After the offical drop/add period has ended a student may add only with the written consent of the instructor teaching the course and the appropriate Academic Dean or his designee.
- A student may drop without a notation appearing on the transcript for an additional three weeks. Courses dropped after the first four weeks of class will receive NC grades.

Student Records

- Legislative Act authorizes the BOR, through the State Board of Education to presecribe the data to be included in student records maintained by a University and to limit access to such records to the student, his parents or guardians and members of the professional staff of the University who have need for such information.

Grade Roll

- At the end of the quarter a grade is assigned by the instructor for each student enrolled in a class. The grade roll must be signed and dated by the instructor before it is submitted to the Dean's Office.
- An incomplete grade form is submitted for each student with unfinished work at the end of the quarter to the Dean's Office with the grade roll. One copy is maintained for departmental files.

Final Examinations

- The University Calendar does not designate specific dates as a final examination period, however, final exams may be given at the discretion of the faculty member teaching the course.

Withdrawal from the University

- A student who wishes to leave the University during the quarter for any reason whatsoever must officially withdraw through the Office of Registration and Records. Those who wish to drop all courses must officially withdraw from the University. A statement indicating withdrawal from the University will appear on the transcript of a student who officially withdrew from the University during the quarter.

- If a student stops attending the University without making proper arrangements, appropriate grades will be assigned to all courses for which he/she is registered.

- A student who anticipates the need not to take courses for a period of one quarter, and who does not participate in early registration, should not participate in the withdrawal process.

- NOTE: Sample copy of Student Withdrawal Form is shown on page 28.

Student Withdrawal Form (Sample Copy)

STUDENT WITHDRAWAL FORM

Instructions:

This form is used to withdraw from the university, not to drop a class. A "WI" will be recorded on your records in the Registrar's Office, and there is no deadline date to withdraw. This form must be: (1) completed by you; (2) signed by: a) Library Circulation Desk Official, b) Cashier's Office, c) Student Services Counselor, and d) yourself. This form must then be (3) turned in at the Division of Student Services. Copies of this form will be given to a) student; b) Student Services; c) Registrar's Office; d) school/college or academic advisor; e) Cashier's Office; f) Admissions Office.

General Information:

Prior to seeking the necessary signatures, please complete the following:

1. Do you plan to return to F.I.U.? Yes___ No___ If yes, when do you estimate you might re-enroll?_____

2. Why are you withdrawing from the University?_____

_____

_____

_____

3. Have you encountered any major problems at F.I.U. that you feel could have been avoided?_____

_____

_____

_____

Approval Check List:

Name_____Social Security No._____

Date of Withdrawal_____ School or College_____

Major_____ Name of Academic Advisor_____

a) Library Circulation Desk Official_____

☐ books returned ☐ fees O.K.

b) Cashier's Office Official_____

☐ ID card returned ☐ validated fee card returned ☐ will be mailed

☐ full-paying student ☐ part-time student

c) Student Services Counselor_____

☐ Aid Officer(where appropriate)_____

☐ Veteran's benefits,notified ☐ Social Security benefits, notified

☐ Others (specify)_____

d) Student Signature_____

Address_____

City/State/Zip_____

Phone _____

e) Withdrawal from: Fall Quarter☐ Winter Quarter ☐ Spring Quarter ☐

Summer Quarter ☐

Readmission

- Returning students are eligible for readmission provided they meet the current regulations. Readmissions applications and regulations are available from the Office of Registration and Records.

Academic Suspension Policy

- The academic suspension policy is presently under revision. The new academic suspension policy is related to the new grading system to be adopted for academic year, 1975-1976.

- An academic progress conference is required for all students with marginal performance (50% NC grades). The purpose of such a conference is to provide an opportunity for the Advisor and the student to take an in-depth look at the student's lack of progess, relating the findings to the student's future course at the University.

- NOTE: Sample copy of Academic Progress Conference Notification Form is shown on page 30.

Academic Progress Conference Notification Form (Sample Copy)

FLORIDA INTERNATIONAL UNIVERSITY

ACADEMIC PROGRESS CONFERENCE NOTIFICATION

Student Number NAME LAST FIRST MIDDLE

An Academic Progress Conference was held concerning the above student on _____. The following decision was reached.
Date

_____1. Student is allowed to continue without restriction for the following reasons.

_____

_____

_____

_____

_____

_____2. Student is allowed to continue with the following stipulations.

_____

_____

_____

_____

_____

_____3. Student is placed on suspension for the following reasons.

_____

_____

_____

_____

_____

_____ _____
Academic Progress Conference Chairman Dean

_____
Student

Distribution:

White: Registration & Records Yellow: College/School Pink: Department
Goldenrod: Student

Credit for Life Experience

- The following programs in the School offer credit for life experiences:

  - Criminal Justice External Degree Program
  - Health Science
  - Medical Technology
  - Social Work

- Only the degree-seeking student is eligible to receive credit for life experience. The experiences must be applicable to the degree program of the student and should be discussed and appropriately documented at the time the program of study is initially discussed.

- Discussion:

  - In recognition of a need for a complete review of "Credit for Life Experience" as awarded by various programs within the School, the curriculum committee of the School Faculty Senate named a sub-committee to study the matter and make recommendations.

  - On November 21, 1974, the School Curriculum Committee adopted the following position:

    (1) All knowledge, competencies and skills can be valid regardless of source.

    (2) Awarding academic credit for prior non-college derived from life/work experiences is valid rather than from the experiences per se.

    (3) It follows, therefore, that we are concerned with assessment techniques of those prior learnings.

  - In summary, all awarding of credit for life/work experience done in the School of Health and Social Services should be done by assessment techniques that are not time span related, but rather measure the learning derived from the prior learning experience.

  - The award of Credit for Life Experience is a very important policy area still to be clarified.

VI. GRADES

Present System

- Since the beginning of the University, two grading systems have been approved by the Board of Regents. The system utilized by the School of Health and Social Services has been:

  HC (Honors Credit)
  CR (Credit)
  NC (No Credit)

  Continuous studies have been conducted to determine whether the dual system will continue or if another system(s) will be adopted.

- It has been announced that a new grading system will be adopted for academic year, 1975-1976. The new system will be appropriately published.

Change of Grade

- Once submitted, end of quarter grades (except incompletes) are final and subject to change only through a Change of Grade Form.

- Other exceptions include:

  -- error in computation or transcribing.

  -- where part of the student's work has been unintentionally overlooked.

- Procedure for initiating a change of grade:

  (1) The instructor fills out a Change of Grade Form, an original and several copies.

  (2) The instructor states on the reverse of the top (white) copy of the Change of Grade Form the reason for the change and then signs and dates.

  NOTE: Sample copy of Change of Grade Form is shown on page 33.

Change of Grade Form (Sample Copy)

Front

FLORIDA INTERNATIONAL UNIVERSITY
OFFICE OF REGISTRATION AND RECORDS

CHANGE OF GRADE FORM

LINE NO. _____
CODE _____

333-33-3333
STUDENT NUMBER

NAME: Doe (LAST) Mary (FIRST) Ann (MIDDLE)

DEPT. ABBR.	COURSE NO.	SECTION NO.	CR. HRS.	QUARTER (CIRCLE)	YEAR
CRJ	302	C01	05	FALL WINTER (SPRING) SUMMER	19 75

Course Title The Roles of Law Enforcement

Grade was recorded as NC² Change grade to C2

Grade was not reported, grade is ☐☐

John Doe
Signature of Instructor

June 13, 1978
Date

Reverse (of top white copy)

Outstanding work now Complete.
3 book reports and 1 project

signed _____
Date

48

The Procedure for Submitting the Change of Grade Form

- All Change of Grade Forms (including NC-2 changes) are forwarded to the Office of the Dean. This office:

  (a) secures the Dean's signature, when appropriate,

  (b) retains the pink copy of the form as a record of its submission to the Office of Registration and Records, and

  (c) holds the white and yellow copies for personal pick up by Registration and Records staff.

- The Change of Grade Form(s) are processed by the Office of Registration and Records. After the change has been officially made, the yellow copy of the Change of Grade Form will be returned to the Office of the Dean as a confirmation that the change has been completed.

- A Change of Grade Form utilized to process a grade add (no grade previously reported) will be officially recorded on the transcript upon confirmation from the Cashier's Office that appropriate fees have been paid. If there is no record of a paid fee, the student will be notified by the Office of Registration and Records. After a reasonable period of time, the Change of Grade Form will be returned to the Office of the Associate Dean (or appropriate designee) for those student who failed to respond.

VII. DEGREE REQUIREMENTS

Florida International University will confer the Baccalaureate Degree when the following conditions have been met:

- Regular Student:
  - Certification by the Dean that all requirements of the degree being sought have been completed.
  - Recommendation of the Faculty of the School awarding the degree.
  - Successful completion of a minimum of 180 credit hours, including general education requirements.
  - Completion of the last 45 credit hours at Florida International University.

- External Degree Student:
  - Florida residency.
  - Certification by the Dean that all requirements for the degree have been completed and terms of the contract met. General education requirements may or may not be met.
  - Recommendation of the Faculty of the School awarding the degree.
  - Completion of the last 45 credit hours may be waived by the Dean.

- Master's Degree Student:
  - Certification by the Dean of the School that all requirements of the degree being sought have been completed.
  - Recommendation of the Faculty of the School.
  - Successful completion of 90 quarter hours for degrees requiring two years of work and 45 quarter hours for those requiring one year of work.

Two Degrees

- Two Bachelor's Degrees may be awarded simultaneously when the following conditions have been met:
  - Requirements for two majors have been completed as certified by the appropriate academic units.
  - A minimum of 45 appropriate quarter hours in addition to the requirements of one degree have been earned.
  - NOTE: Sample copy of the Request to Add a Second Major Form is shown on page 37.

Request to Add a Second Major Form (Sample Copy)

FLORIDA INTERNATIONAL UNIVERSITY

REQUEST TO ADD A SECOND MAJOR

SECMJ ☐☐☐

SECCO ☐☐

(OFFICE USE ONLY)

TWO MAJORS POLICY: Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon successful completion of the requirements of two majors, a student will be awarded only ONE degree unless a minimum of 45 appropriate, quarter hours beyond the requirements of the first degree have been earned. In cases where the requirements of two majors have been met and only one degree is involved, a notation denoting both majors will be entered on the transcript.

INSTRUCTIONS: Complete this form and secure appropriate signatures. Return all copies to the Office of Registration & Records.

☐☐☐-☐☐-☐☐☐☐
STUDENT NUMBER

NAME: _____
LAST FIRST MIDDLE

EXISTING MAJOR: _____ COLLEGE/SCHOOL: _____

REQUESTED SECOND MAJOR: _____ ☐☐☐☐ COL/SCH: _____
CODE

The above named student is approved to officially work toward the fulfillment of the requirements for the major indicated above.

_____
Signature of Dean/Department Chairman(SECOND MAJOR)

I am aware that the above named student is working toward fulfilling the requirements for a second major.

_____
Signature of Faculty Advisor

NOTE: UPON RECIEPT OF THIS FORM, REGISTRATION & RECORDS WILL FORWARD THE STUDENTS' TRANSCRIPT RECORD TO THE SECOND MAJOR DEPARTMENT.

DISTRIBUTION: CANARY - REGISTRATION & RECORDS WHITE - DEPT.SECOND MAJOR
GREEN - DEPT.EXISTING MAJOR PINK - STUDENT

The Graduation Certification Process

- Each student who plans to graduate must process an application for graduation form. This form is available in the Advisement and Registration and Records Office. The deadline for applying for graduation is the fifth week of each quarter.

- Prior to submitting the form to the Office of Registration and Records, the completed form must be signed by the student's advisor confirming that the degree and major indicated on the form is correct and that the student can be expected to graduate at the end of said quarter.

- The Office of Registration and Records requires that a Program of Studies form be completed and submitted for each student requesting graduation.

- At the end of the quarter, the graduation application and certification forms are sent to the School by the Office of Registration and Records. The Chairperson and Dean must certify that all degree requirements will have been met, upon completion of work in progress.

- The deadline dates for applying for graduation are communicated each quarter.

- There is no charge for applying for graduation.

Application for Graduation Form (Sample Copy)

FLORIDA INTERNATIONAL UNIVERSITY

OFFICE OF REGISTRATION AND RECORDS

APPLICATION FOR GRADUATION 2 2 2 2 2 2 2 2 2

Student Number

DIRECTIONS:
1. PRINT all requested information.
2. Student completes only top part of form; advisor completes bottom half.
3. Complete Second Major information ONLY IF APPLICABLE.
4. Completed form must be submitted by student to Office of Registration and Records.

1. PRINT your name EXACTLY as it should appear on your diploma (nicknames and titles are NOT permitted): John (FIRST) E. (MIDDLE) Doe (LAST)

2. Home phone number 222-2233 Business phone number 333-2222

3. College/School: (check one)
   - ___ College of Arts and Sciences
   - ___ School of Business and Organizational Sciences
   - ✓ School of Health and Social Services
   - ___ School of Hotel, Food and Travel Services
   - ___ School of Education
   - ___ School of Technology

4. Major: Nursing

5. Title of Degree:
   - ___ Bachelor of Arts
   - ✓ Bachelor of Science
   - ___ Bachelor of Fine Arts
   - ___ Bachelor of Business Administration
   - ___ Bachelor of Technology
   - ___ OTHER
   - ___ Master of Arts
   - ___ Master of Science
   - ___ Master of Science in Management
   - ___ Master of Business Administration

6. Degree requirements expected to be completed by end of SUMMER quarter, 19 75.

SECOND MAJOR INFORMATION

7. I am also simultaneously working toward fulfilling the requirements for a Second Major in: Health Science

8. I anticipate completing necessary requirements by the end of Fall quarter, 19 75.

9. ___ Check here if second major involves receiving a second degree (diploma).

NOTE: Receiving a second degree (diploma) requires the completion of 45 quarter hours BEYOND the requirements for the first degree.

Signature of Second Major Advisor: _____

STUDENT'S SIGNATURE: John Doe DATE: 6-24-78

ADVISOR'S VERIFICATION

I have reviewed items 1 - 6 above and hereby verify their accuracy.

SIGNATURE OF ADVISOR: X DATE: _____

COPIES: White: Registration & Records Yellow: Student Pink and Goldenrod: Advisor

Certification for Graduation Form (Sample Copy)

FLORIDA INTERNATIONAL UNIVERSITY

OFFICE OF REGISTRATION AND RECORDS

CERTIFICATION FOR GRADUATION

STUDENT'S NAME: John (FIRST) E (MIDDLE) Doe (LAST) 222-22-2222 Student Number

To assist the Academic Units with certifying their majors for graduation, the following information is provided:

1. CERTIFICATION FOR GRADUATION: This form contains the summary data listed on the bottom part of this sheet.

2. APPLICATION FOR GRADUATION (ATTACHED): This is the student's original application for graduation. It contains the advisor's verification that student was eligible to apply and of the data on the form.

3. INDIVIDUALIZED PROGRAM OF STUDIES FORM (ATTACHED): The information contained on this form is the official University record of this student's progress toward degree requirements. The form also contains a listing of the courses presently in progress.

DIRECTIONS FOR CHECKING GRADUATION REQUIREMENTS:

1. Review the Summary of Progress Toward Graduation data below. The credit hours must total a MINIMUM of 180 Bachelors/45, Masters in order for student to be eligible for certification.

2. Review the attached Program of Studies form. It contains transfer credit, all coursework completed at FIU and courses in progress this quarter.

NOTE: If the transfer credit is not shown, it means that the Prior College Work form has not been completed. To officially award transfer credit, the attached Prior College Work form must be completed and returned along with Certification of Graduation form.

SUMMARY OF PROGRESS TOWARD GRADUATION

TRANSFER CREDIT	90	(If blank, attached Prior College Work form must be completed.)
LIFE/WORK EXPERIENCE	____	(If blank and credit should be awarded, attach memo detailing life/work credit granted.)
CLEP CREDIT	10	(Shown only if awarded.)
FIU CREDIT	70	(Total of credit earned as shown on attached Program of Studies form.)
*WORK IN PROGRESS	10	(Total credits in progress this quarter as shown on attached Program of Studies form.)
TOTAL CREDITS	180	(Must total a minimum of 180 Bachelors/ 45 Masters in order to be certified.)

*NOTE: Work in Progress will be checked by Office of Registration and Records after quarter grades are received.

CERTIFICATION: (Check one)

✓ The above named student, upon successful completion of all work in progress and subject to the following stipulations (if none, so indicate) HSM 495 + HSM 513

has met the requirements of the major indicated on his/her Application for Graduation.

____ The above named student will NOT graduate this quarter.

X ____ Department/Division Chairperson X ____ Dean

COPIES: White: Registration & Records Yellow: Dean Pink and Goldenrod: Department Division

VIII. CURRICULUM OFFERINGS IN THE SCHOOL OF HEALTH AND SOCIAL SERVICES

Programs in the School of Health and Social Services

- Criminal Justice - Prepares practitioners with a scientific and scholarly blend of social, cultural, behavioral, political, and legal learning experiences as they relate to our justice system.

- Dietetics and Nutrition - Prepares practitioners to protect the health of the nation by developing expertise in the composition of foods, their biological and physiological functions and their preparation for utilization. The undergraduate program is fully accredited by the American Dietetic Association.

- Health Science - Prepares persons to function in several capacities in the health care delivery system. The program contains three options or tracks:

  - The Health Science Management track prepares persons to work in supervisory or middle management positions in hospitals, family health centers, federal health agencies, nursing homes, etc.

  - The Education track is designed for students interested in becoming involved in educational processes within health care organizations. This program does not prepare one for teacher certification.

  - The General track allows the student to mold the curriculum around specific career needs.

- Home Economics - Prepares professionals to work with families and individuals in a variety of Home Economics career clusters. The program consists of three areas of specialization: family and child development, consumer and home management, and food and nutrition. These are planned to provide basic competencies in working with people and to develop in-depth knowledge and skills related to one specific area. The School of Health and Social Services participates with the School of Education and the School of Technology in an interdisciplinary program of Home Economics Education.

- Medical Technology - Prepares laboratory professionals to conduct the many laboratory tests utilized to aid physicians and others in their diagnosis and treatment of patients. The Program is fully accredited by the National Accreditation Agency for Clinical Laboratory Sciences.

- Nursing - Prepares practitioners with basic scientific knowledge in biological and behavioral sciences and technological innovations to promote high level wellness of individuals, families and communities through therapeutic, preventive, rehabilitative and educative measures.

- Occupational Therapy - Prepares therapists for medical care and rehabilitation of persons with physical and mental illnesses. Occupational Therapy is oriented toward helping the individual to remain healthy. The therapist employs purposeful activities in a restorative program for the sick and disabled. The Program is accredited by the American Occupational Therapy Association and the American Medical Association.

- Physical Therapy - Prepares practitioners to work with persons who are disabled by illness, accident, or were born with a disability. Therapists plan and implement initial and subsequent treatment programs on the basis of test findings, and upon the referral of a licensed physician. The Program is accredited by the American Physical Therapy Association and the American Medical Association.

- Social Work - Prepares practitioners to help solve individual, family, group and community problems by providing an understanding of society's major social issues. The emphasis of the program will be the development of skills needed to initiate and implement social policy. The Program is accredited by the Council of Social Work Education.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Criminal Justice

Degree: Bachelor of Science

Contact: Department of Criminal Justice
Tel: (305) 552-2322

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements:

*Required Courses:

None

Recommended Courses:

1. The student intending to enroll in the Criminal Justice Program is urged to complete an Associate of Arts degree or an Associate of Science degree or an equivalent program, in criminal justice, law enforcement, police science, criminalistics, criminology, corrections, or a similarly related field of study, prior to enrollment at Florida International. Such students will receive complete recognition of their credits and degree. No deficiency requirements will be imposed by the University other than those imposed by the Board of Regents policy and regulations.

2. The Criminalistics-Chemistry concentration is a degree program within the Chemistry Department. Criminalistics-Chemistry Tract students should consult the degree requirements for either the B.A. or B.S. degree in Chemistry. Candidates for the B.S. degree should also have a year of General Biology.

Remarks:

*Criminalistics-Chemistry Track students are urged to take coursework in science and mathematics as follows:

	Semester Hours
General Chemistry or General Chemistry with Qualitative Analysis	10-12
Organic Chemistry	8
General Physics with Calculus	12
Mathematics (including Calculus I & II)	14

Failure of the Criminalistic-Chemistry Track student to complete these courses in the lower division may necessitate the utilization of Florida International University electives and/or lengthening the degree program.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM OF STUDY:

Four tracks or areas of concentration are provided for the Criminal Justice Major:

Police Administration
Correctional Administration
Criminal Justice Administration
Criminalistics-Chemistry

Core Courses:

Six courses are required for every student majoring in Criminal Justice. A core course requirement will not be waived for any student unless a majority of the program faculty approve. These courses are:

Required Courses:	Quarter Hours
CRJ 301 - The Nature & Causes of Crime	5
CRJ 302 - The Roles of Law Enforcement	5
CRJ 303 - Prosecutorial & Judicial Policy Making	5
CRJ 401 - Correctional Philosophy, Theory & Practice	5
CRJ 402 - Methods of Criminal Justice Research	5
CRJ 403 - Methods of Institutional Change	5
*Area of Interest:	20
** Social Science Electives:	10
*** General Electives:	30
	90

Remarks:

*(20) quarter hours at the 300 level or above in Criminal Justice majors. Only 10 quarter hours of Internship (CRJ 440) will count toward this requirement.

**(10) quarter hours at the 300 level or above are required in Sociology-Anthropology and/or Psychology.

***(30) quarter hours are required. No more than 20 of the hours can be Criminal Justice courses. The student may choose a minor by taking 20 of the hours in any area he or she chooses.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM OF STUDY: con't.

Note:

In all 4 tracks, a student may petition to have a 100 or 200 level course taken at the lower division accepted by the advisor to partially meet the credit requirement in the Area of Interest or specific electives listed above. However, the student must still earn 90 quarter hours at the 300 level or above.

A student must complete the core courses (30 quarter hours) plus 20 additional hours in Criminal Justice in order to: (1) satisfy the Criminal Justice requirements for a dual major, or (2) obtain a second degree with a major in Criminal Justice, or (3) obtain two bachelor degrees simultaneously (assuming the requirements for two majors have been completed and certified by the appropriate academic units and a minimum of 45 appropriate quarter hours beyond the requirements of the degree have been earned).

THE CRIMINALISTICS-CHEMISTRY PROGRAM

The Criminalistics-Chemistry concentration is a degree program within the Chemistry Department. Criminalistics-Chemistry Track students should consult the degree requirements for either the B.A. or B.S. degree in Chemistry. Candidates for the B.S. degree should also have a year of General Biology.

Criminalistics-Chemistry Core Requirements:

Same as requirements for B.A. degree in Chemistry. (Degree granted by Department of Physical Sciences).

Chemistry Electives:

If the student chooses the B.A. degree in Chemistry, he should elect at least one of the following:

Course	Quarter Hours
CHE 405 - Advanced Spectroscopy & Molecular Structure	5
CHE 412 - Modern Analytical Chemistry	7

Internship:

A 5-10 credit internship in the laboratory of a participating criminal justice agency.

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FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Dietetics and Nutrition
(Administrative Dietetics)

Degree: Bachelor of Science

Contact: Department of Dietetics & Nutrition
Tel: (305) 552-2878

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:	Semester Hours
Inorganic Chemistry (with laboratory)	3
Organic Chemistry (with laboratory)	3

Remarks:

The following courses should be completed at the lower division level. A student deficient in any or all of these courses will be required to complete them, in addition to the program's upper division requirements, prior to being awarded a baccalaureate degree:

	Semester Hours
Labor Relations	3
Personnel Management	3
Financial Management	3
Statistics	3
Quantity Food Prepration	3
General Education Requirements	

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
DIN 300 - Orientation to Dietetics* (Organic Chemistry must be completed before DIN 300 is taken)	3
DIN 301 - Nutrition and Culture (or the equivalent)	(4)
or	
DIN 405 - Nutrition: Infancy through Adolescence	
DIN 310 - Meal Management (or equivalent course in Institutional Management)	4
DIN 440 - Dietetics in Community Health*	7
DIN 330 - Diet Therapy	3
DIN 331 - Applied Diet Therapy*	6
DIN 320 - Management of Dietary Systems*	3
DIN 321 - Management of Dietary Systems Practicum	6
DIN 453 - Special Problems in Administrative Dietetics*	(1-3)

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Required Courses:	Quarter Hours
DIN 440 - Dietetics in Community Health*	7
DIN 330 - Diet Therapy	3
DIN 331 - Applied Diet Therapy*	6
DIN 320 - Management of Dietary Systems*	3
DIN 321 - Management of Dietary Systems Practicum*	6
DIN 453 - Special Problems in General Dietetics	(1-3)
DIN 450 - Dietetic Instruction & Counseling	2
DIN 441 - Dietetic Management of Nutrition Programs (Advanced)*	2
DIN 442 - (Applied) Dietetic Management of Nutrition Programs (Practicum)*	6
DIN 401 - Nutrition II	4
DIN 451 - Advanced Clinical Practicum in Dietetics	7
DIN 490 - Seminar in Dietetics & Nutrition*	4

Other Requirements:

BSC 301 - Biochemistry	5
BSC 310 - Microbiology	5
BSC 374 - Physiology	5
Any lower division requirement not completed.	

Recommended Electives:

Selected courses in the following areas:

Education	Adult Education	
Statistics	Business	
Social Work	Anthropology	
Health Science	Sociology	(16-18)
		90

Remarks:

Note: Courses designated above with an asterisk (*) comprise the clinical component, and must be taken in the order listed. Clinical experiences are supervised by the course instructors. Clinical stations are located in appropriate hospitals, health agencies and school food service programs. Courses marked with an asterisk (*) are open only to students in the coordinated clinical program. Applied courses and practicum must be taken concurrently with the related didactic courses.

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FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Dietetics & Nutrition
(General Dietetics)

Degree: Bachelor of Science

Contact: Department of Dietetics and Nutrition
Tel: (305) 552-2878

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:	Semester Hours
Inorganic Chemistry (with laboratory)	3
Organic Chemistry (with laboratory)	3

The following courses should be completed at the lower division level. A student deficient in any or all of these courses will be required to complete them, in addition to the program's upper division requirements, prior to being awarded a baccalaureate degree:

	Semester Hours
Business Management	3
Educational Psychology/or Teaching Methods	3
Statistics	3
Quantity Food Preparation	3
*General Education Requirements	

Remarks:

*One course in each of the following if not included in general education requirements:

Psychology	Economics
Sociology	English Composition
Anthropology	Technical Writing

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
DIN 300 - Orientation to Dietetics* (Organic Chemistry must be completed before DIN 300 is taken)	3
DIN 301 - Nutrition and Culture (or the equivalent)	(4)
or	or
DIN 405 - Nutrition: Infancy Through Adolescence	(4)
DIN 310 - Meal Management (or equivalent course in Institutional Management)	4

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Required Courses:	Quarter Hours
DIN 450 - Dietetic Instruction & Counseling	2
DIN 441 - Dietetic Management of Nutrition Programs (Advanced)*	2
DIN 442 - (Applied) Dietetic Management of Nutrition Programs (Practicum)*	6
DIN 401 - Nutrition II	4
DIN 410 - Food Science	4
DIN 451 - Advanced Clinical Practicum in Dietetics	7
DIN 490 - Seminar in Dietetics & Nutrition*	4

Other Requirements:

One course at the 300 level or above in physiology, plus any lower division requirements not completed.	(5)

Recommended Electives:

Selected courses in the following areas:

Education	Social Work	Business
Health Science		Anthropology
Adult Education		Sociology

(16-18)

90

Remarks:

Courses designated with an asterisk (*) comprise the clinical component, and must be taken in the order listed. Clinical experiences are supervised by the course instructors. Clinical stations are located in appropriate hospitals, health agencies and school food service programs. Courses marked with an asterisk (*) are open to students in the coordinated clinical program. Applied courses and practicum must be taken concurrently with the related didactic courses.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Health Science
(Management)

Degree: Bachelor of Science

Contact: Department of Health Sciences
Tel: (305) 552-2803

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:

Students should have an Associate of Science degree in the Allied Health Field, an Associate of Arts (upon approval of the department) or the equivalent.*

Recommended Courses:

Economics
College Algebra
Accounting
Social Science Courses
Introduction to Statistics

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
HSM 304 - Health and Social Service Delivery Systems	5
HSM 400 - Management for the Health Professions	5
HSM 401 - Information Systems	5
HSM 403 - The Team Approach to Service Delivery	3
HSM 480 - Issues and Trends in Health Care Delivery	5
HSM 495 - Legal Aspects & Legislation in Health Care	5
HSM 513 - Management Analysis in Health Care Institutions	5
HSM 514 - Health Care Systems	5
HSM 517 - Human Resource Management in the Health Care Field	5
HSM 518 - Health Care Financial & Accounting Management	5
Electives:	90

May be selected from any department in the University.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Remarks:

(1) Total of 90 quarter hours required for completion of upper division coursework.

(2) This program provides in-dept training in health services and business administration, including supportive courses in the liberal Arts and sciences. The program is designed to prepare the student to begin a career in health administration at the middle-management level in community hospitals, university medical centers, state and federal health agencies, nursing homes, and voluntary health agencies.

*Note:

This program admits students with a diploma from a three-year hospital training program and awards 90 quarter hours for such training.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Health Science
(Education)

Degree: Bachelor of Science

Contact: Department of
Health Science
Tel: (305) 552-2803

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:

Students should have an Associate of Science degree in the Allied Health field, and Associate of Arts (upon approval of the department) or the equivalent.*

Recommended Courses:

Economics
College Algebra
Accounting
Social Science Courses
Introduction to Statistics

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
HSM 304 - Health and Social Service Delivery Systems	5
HSM 400 - Management for the Health Professions	5
HSM 401 - Information Systems	5
HSM 403 - The Team Approach to Service Delivery	3
HSM 480 - Issues and Trends in Health Care Delivery	5
EVO 409 - Instructional Strategies & Evaluation in Vocational & Technical Education	5
EVO 504 - Educational Media	5
EAD 519 - Program Development in Adult Education; Community Slant Instructional Level	4
Electives:	90

May be selected from any department in the University.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Remarks:

(1) Total of 90 quarter hours required for completion of upper division coursework.

(2) This program is designed to meet the needs of students who desire little or no additional clinical courses but have expressed interest in becoming involved in educational processes within health care organization. It is not the intent of this program to prepare people for certification as teachers.

*Note:

This program admits students with a diploma from a three-year hospital training program and awards 90 quarter hours for such training.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Health Science
(General Studies)

Degree: Bachelor of Science

Contact: Department of Health Sciences
Tel: (305) 552-2803

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:

Students should have an Associate of Science degree in the Allied Health field, an Associate of Arts (upon approval of the department) or the equivalent. *

Recommended Courses:

Economics	Social Science Courses
College Algebra	Introduction to Statistics
Accounting	

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
HSM 304 - Health and Social Service Delivery Systems	5
HSM 390 - Individual Study	10
HSM 400 - Management for the Health Professions	5
HSM 401 - Information Systems	5
HSM 403 - The Team Approach to Service Delivery	5
HSM 480 - Issues and Trends in Health Care Delivery	5
Electives:	90

May be selected from any department in the University

Remarks:

Total of 90 hours required for completion of upper division coursework.

This program provides for the student who has completed a two year professional program, and who desires little or no additional clinical training.

*Note: This program admits students with a diploma from a three-year hospital training program and awards 90 quarter hours for such training.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Home Economics

Degree: Bachelor of Science

Contact: Department of Home Economics
Tel: (305) 552-2711

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or requirements.

Required Courses:

None

Recommended Courses:

Courses in psychology, sociology, anthropology, chemistry, economics, art and home economics are recommended but not required for entrance.

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

*1. GENERAL HOME ECONOMICS AND CONSUMER MANAGEMENT TRACK

a. Required Courses	Quarter Hours
Clothing and Textiles Courses	15
Family and Child Development Courses	15
Food and Nutrition Courses	15
Management and Family Economics Courses	15
Housing Courses	15
b. Advised Electives	15
	90

OR

**2. FOOD AND NUTRITION TRACT

a. Required Courses	
Core Home Economics Courses	20
Food and Nutrition Courses	40
Related Courses	20
b. Advised Electives	10
	90

OR

***3. FAMILY AND CHILD DEVELOPMENT TRACK

a. Required Courses	
Core Home Economics Courses	20
Family and Child Development Courses	40
Related Courses	20
b. Advised Electives	10
	90

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FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Remarks:

The program offers a major in home economics for the student who desires to work in home economics and related fields, but who does not plan to teach in the secondary school. The program offers three areas of specialization: General Home Economics and Consumer Management; Food and Nutrition; and Family and Child Development. The courses in family and child development, food and nutrition, and home management and family economics are offered in the School of Health and Social Services for home economics majors, home economics education majors, and for students in other programs to take as electives.

*GENERAL HOME ECONOMICS AND CONSUMER MANAGEMENT:

This specialization includes a core of home economics courses for personal and professional use and allows a wide choice of advised electives. It is intended to prepare the student to work in industry and business in such jobs as a professional home service representatives consumer consultant, or in product demonstration work:

**FOOD AND NUTRITION:

This program provides professional preparation for the person desiring career opportunities related to food and nutrition but who does not wish to become a dietitian. Possible careers include food services manager, and work in consumer and food and nutrition services.

***FAMILY AND CHILD DEVELOPMENT:

The student in this program is prepared to enter professions which require a breadth of knowledge related to family and child development such as day care, parent education, nursery teacher, employee in federal and state agencies serving the family.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Medical Technology

Degree: Bachelor of Science

Contact: Department of Medical Technology
Tel: (305) 552-2870

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following requirements:

Required Courses:	Semester Hours
General Chemistry with Laboratory	6
Organic Chemistry with Laboratory	6
Physics with Laboratory	6
Pre-Calculus Mathematics (College Algebra & Trigonometry)	6
Principles of Biology	6

Remarks:

Acumulative grade point average of 2.5 (on a scale of 4.0) or the equivalent is required for admission, and a "C" grade or better in each required science course.

If an alternate program was completed, such as CLEP examinations, the sophomore level science course with laboratory must have been taken to demonstrate technical skill. Such courses may be taken elsewhere, or at Florida International, before the student will be admitted to the program.

Admission to the program is a prerequisite for enrolling in any course of the Department. One class of students is admitted each year to begin the program in the Fall quarter. Entrance to the Senior Practicum depends upon satisfactory evaluations of the student's record by the program faculty and the affiliated health care agency.

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

The following courses must be completed prior to completion of the Medical Technology Program, and may either precede, or be taken concurrently, with specific phases of the program:

General Microbiology (including laboratory)
Quantitative Analysis (including laboratory)
Immunology
Biochemistry (laboratory is elective).

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FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Required Courses	Quarter Hours
JUNIOR YEAR	
FALL QUARTER	
MDT 401 - Clinical Hematology	2
MDT 401L- Clinical Hematology Laboratory	(3)
or	
MDT 411L- Directed Study in Hematology (for M.L.T.)	(2)
MDT 471 - Hematology Correlations	2
BSC 310 - Microbiology Lectures & Laboratory	7
	14 (13)
WINTER QUARTER	
MDT 403 - Clinical Microbiology	2
MDT 403L- Clinical Microbiology Laboratory	3
or	
MDT 413L- Directed Study in Clinical Microbiology (for M.L.T.)	2
MDT 473 - Microbiology Correlations	2
BSC 376 - Immunology	5
	12 (11)
SPRING QUARTER	
MDT 402 - Blood Banking and Serology	2
MDT 402L- Blood Banking and Serology Laboratory	3
or	
MDT 412L- Directed Study in Blood Banking and Serology (for M.L.T.)	2
MDT 472 - Blood Banking and Serology Correlations	2
MDT 375 - Medical Parasitology	3
CHE 312 - Quantitative Analysis (Lecture & Laboratory)	5
	15 (14)

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Required Courses:	Quarter Hours
SENIOR YEAR	
FALL QUARTER	
MDT 404 - Clinical Chemistry Methods	4
MDT 404L- Clinical Chemistry Laboratory	4
or	
MDT 414L- Directed Study in Clinical Chemistry	2
MDT 474 - Clinical Chemistry Correlations	2
MDT 483 - Advanced Microbiology	3
MDT 551 - Seminar I	1
	14 (12)
WINTER QUARTER	
MDT 451L- Practicum A	6
MDT 482 - Advanced Hematology	3
MDT 485 - Laboratory Statistics & Quality Control (to be developed)	2
MDT 552 - Seminar II	1
BSC 376 - Biochemistry (Lecture only required)	5
	17
SPRING QUARTER	
MDT 452L- Practicum B	6
MDT 481 - Advanced Chemistry	3
MDT 484 - Laboratory Management	2
MDT 553 - Seminar III	1
MDT 525 - Individualized Study	2
	14
Electives:	4 - 9
	90

Remarks:

*The Medical Technology Lectures and the Hospital Practicum are required of all students completing the program. The student who has completed the Medical Laboratory Technician training (M.L.T.) should register for the special Teaching Laboratory courses designed to build upon his or her pre-existing skills: MDT 411, MDT 412, MDT 413, and MDT 414.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Remarks: con't.

The student who presents "life experience: and/or training through a program not recognized by the appropriate university regional or professional accrediting association, may request to take a proficiency examination. A satisfactory score will be accepted as equivalent to the Junior Teaching Laboratories for which he is registered.

The program offered by the Department provides opportunities for the student to learn the scientific principles which are basic to the development, performance, evaluation, and control of laboratory tests as a medical technologist in health evaluations and patient management.

The program is approved by the National Accrediting Agency of Clinical Laboratory Sciences, the American Medical Association, and the American Society of Clinical Pathologists. Graduates of the program are eligible to apply for examination and certification by the Registry of Medical Technologists as M.T. (A.S.C.P.) and for licensure as a Technologist by the State of Florida.

FLORIDA INTERNATIONAL UNIVERSITY
NURSING PROGRAM

The Nursing Program prepares registered nurses academically and clinically to expand the nursing role in the practice of nursing. Emphasis is on professional commitment, community involvement, and preventive health care.

Contact: Division of Nursing
Tel: (305) 552-2228

Degree: Bachelor of Science in Nursing

Lower Division Preparation:

Admission Requirements: (1) graduation from a Diploma or Associate Degree Nursing Program; (2) current licensure as a registered nurse; and (3) at least 45 quarter hours (30 semester hours) of the general education course work required for the bachelors degree.

Remarks: examination to validate nursing knowledge may be given.

Upper Division Program:		Quarter Hours
Nursing required courses		52
NUR 350	Nursing in an Evolving Health Care System	3
NUR 360	Communication Process in Nursing	3
NUR 370	Nursing Process: An Overview	3
NUR 380	Teaching-Learning in Nursing	3
NUR 410	Crisis Intervention	3
NUR 420	Nurses' Role in the Process of Change	3
NUR 430	Introduction to Nursing Research	3
NUR 435	Project in Nursing Research	3
NUR 450	Advanced Clinical Concepts	5
NUR 450L	Advanced Clinical Concepts Lab	8
NUR 460	Community Health Nursing	5
NUR 460L	Community Health Nursing Lab	10
Nursing electives*		8
NUR 401	Dynamics of Nurse-Client Interaction	4
NUR 406	Evaluation of Nursing Practice	4
NUR 502	International Dimensions of Nursing and Health Care	4
NUR 503	Field Study: International Nursing	4-8
NUR 504	Issues and Problems in Nursing Administration	4
NUR 470	Perinatology: Implications for Nursing Practice	4
NUR 470L	Perinatology: Implications for Nursing Practice-Lab (optional)	4
NUR 440	Investigation of Nursing Problems	5

*Additional clinical selectives in Child Care, The Adolescent, The Adult, and the Gerontological Patient are in the process or will be developed.

Interdisciplinary and related courses			15
ANT	355	Medical Anthropology	5
BSC	451	Human Systemic Physiology or	5
BSC	373	Systematic Anatomy and Physiology	5
CRJ	300	An Overview of Crime or	5
CRJ	301	Nature and Causes of Crime	5
DIN	301	Nutrition and Culture	4
HSM	304	Health and Social Service Delivery System	5
HSM	400	Management for the Health Professions	5
HSM	401	Information Systems	5
HSM	495	Legal Aspects and Legislation in Health Care	5
PHI	422	Ethical Issues in Health Practice	5
PHI	435	Philosophy of Death	5
PHR	400	Love and Sexuality	5
SOW	306	Self Awareness, Modification and Service	5
SOW	405	Person Systems in Distress	5
EAD	509	Adult Teaching and Learning	4
PPS	506	Introduction to Counseling	5

Free electives
or
Directed electives in — 15
Anthropology
Community Affairs
Education
Health Management
International Affairs
Philosophy and Religion
Psychology
Sociology

90 hours

FLORIDA INTERNATIONAL UNIVERSITY
NURSING PROGRAM

CATALOG DESCRIPTION

NUR 350 - NURSING IN AN EVOLVING HEALTH CARE SYSTEM (3)

Analysis of current trends and issues related to the evolution of nursing and nursing roles in the health care delivery system. Open to non-majors.

NUR 360 - COMMUNICATION PROCESS IN NURSING PRACTICE (3)

This course provides an opportunity to increase the knowledge of communication processes to enhance self-understanding and interpersonal encounters in nursing practice.

NUR 370 - NURSING PROCESS: AN OVERVIEW (3)

Focuses on the nursing process and its application in the resolution of health problems in collaboration with consumers and health care providers.

NUR 380 - TEACHING-LEARNING IN NURSING PRACTICE (3)

Provides an opportunity for students to develop knowledge of theory and skills in the application of the teaching-learning process in nursing practice.

NUR 401 - DYNAMICS OF NURSE-CLIENT INTERACTION (4)

Analysis of nurse-client interactions with emphasis on theoretical concepts. Nursing Elective. Prerequisite: Registered Nurse or permission of instructor.

NUR 406 - EVALUATION OF NURSING PRACTICE (4)

A broad overview of the evaluation process in nursing practice for improving the quality of patient care. Nursing Elective.

NUR 410 - CRISIS INTERVENTION (3)

Exploration of the current theories of crisis, the process of resolution, and the methodology of intervention. Open to non-majors.

NUR 420 - NURSES' ROLE IN THE PROCESS OF CHANGE (3)

Examination and application of the change process, use of group dynamics and leadership roles in decision-making.

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Catalog description continued

NUR 430 - INTRODUCTION TO NURSING RESEARCH (3)

Introduction to and application of research principles in a design of a study related to contemporary nursing problems.

NUR 435 - PROJECT IN NURSING RESEARCH (3)

Will be presented later as a new course proposal

NUR 440 - INVESTIGATION OF NURSING PROBLEMS (5)

Promotes critical thinking and independence, and encourages the application of the problem-solving process in an action-oriented or research project in nursing. Prerequisites: NUR 420. For Nursing Majors only.

NUR 450 - ADVANCED CLINICAL CONCEPTS (5)

Psycho-social and physical assessment of the health status of individuals; teaching and planning for health care in collaboration with other health team members. Supervised clinical experiences in a variety of settings. For Nursing Majors only. Senior standing. Recommended preparation: BSC 451 or 373.

NUR 450L- ADVANCED CLINICAL CONCEPTS PRACTICUUM (8)

Application of Advanced Clinical Concepts theory to nursing practice.

NUR 460 - COMMUNITY HEALTH NURSING (5)

Basic principles of community health focusing on acquisition of knowledges, attitudes, and skills needed to promote wellness in the individual, family, and community. Supervised clinical experiences in a variety of settings. For Nursing Majors only. Senior standing.

NUR 460L- COMMUNITY HEALTH NURSING PRACTICUUM (10)

Application of theory to the practice of community health nursing.

Catalog description contunued

NUR 502 - INTERNATIONAL DIMENSIONS OF NURSING AND HEALTH CARE CARE (4)

Analysis of forces that affect health care in any country with emphasis on nursing practice and education. Nursing Elective. Open to non-majors.

NUR 503 - FIELD STUDY: INTERNATIONAL NURSING (4-8)

On-site study of health care, nursing practice and education in another country. Registration by permission of instructor. Nursing Majors only. Recommended preparation: NUR 502.

NUR 504 - ISSUES AND PROBLEMS IN NURSING ADMINISTRATION (4)

Application of principles to current issues and problems in nursing administration occurring with frequency in health care settings. Nursing Elective. Open to nurses with administrative experience.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Occupational Therapy

Degree: Bachelor of Science

Contact: Occupational Therapy Program
Tel: (305) 552-2263

LOWER DIVISION PREPARATION

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:	Semester Hours
Biology and lab	4
Chemistry and lab	4
Sociology	3
Basic Design	3
Zoology and lab	4
Psychology	6
Mathematics	3

Recommended Courses:

Anatomy and Physiology

Remarks:

Because this a medically allied program, applicants are expected to present evidence of general physical fitness and emotional stability. A personal interview is required.

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Junior Year

Fall Quarter	Quarter Hours
OCT 300 - Introduction to Occupational Therapy	3
BSC 355 - Human Gross Anatomy	4
BSC 355D- Human Gross Anatomy Lab.	1
BSC 372 - Intermediate Human Physiology	5
BSC 372L- Intermediate Human Physiology Lab.	2
OCT 315 - Weaving	4
OCT 325 - Weaving-Therapeutic Analysis	1
	20

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Junior Year con't.

Winter Quarter	Quarter Hours
BSC 356 - Human Gross Anatomy	4
BSC 356D- Human Gross Anatomy Lab.	1
PHT 310 - Applied Kinesiology	5
OCT 316 - Minor Crafts	4
OCT 326 - Minor Crafts-Therapeutic Analysis	1
PSY 360 - Theories of Personality	5
	20

Spring Quarter	
BSC 357 - Neuroscience	4
BSC 357L- Neuroscience Lab.	2
PSY 461 - Abnormal Psychology	5
OCT 320 - Pathology	2
OCT 330 - Physical Disability Theory	5
OCT 335 - Principles of Practice	2
	20

Senior Year

Fall Quarter	
TEY 320 - Technology for Occupational Therapy	5
FIA 361 - Ceramics	5
OCT 420 - Psychiatric Occupational Therapy - Theory I	5
OCT 432 - Disability Evaluation I	2
	17

Winter Quarter	
OCT 421 - Psychiatric Occupational Therapy Theory II	5
OCT 431 - Physical Disability Theory	5
OCT 450 - Developmental Theory	5
OCT 433 - Disability Evaluation II	3
	18

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Senior Year con't.

Spring & Summer Quarters	Quarter Hours
OCT 460 - Field Work Experience	12
OCT 461 - Field Work Experience	12
	24
Fall Quarter	
OCT 410 - Organization & Administration	5
OCT 440 - Rehabilitation Seminar	3
	8
Electives:	
5 Quarter hours of electives are taken during the second Fall Quarter of the Senior Year.	5
	132

Remarks:

The department offers a program of study designed to develop the student's professional understandings and skills that will be needed to assist others gain or restore their adaptive skills and performance capacity. Special attention is given to those factors which serve as impediments to the individual's ability to function effectively as well as to those factors which promote, influence, or enhance performance.

Program graduates are prepared to function professionally in hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, and community agencies.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Physical Therapy

Degree: Bachelor of Science in Physical Therapy

Contact: Department of Physical Therapy
Tel: (305) 552-2266

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:	Semester Hours
Chemistry w/Laboratory	6
Biology w/Laboratory	6
Physics w/Laboratory	6
Psychology	6

Recommended Courses:

Child Development	Additional Psychology
Sociology	Additional Biology
Statistics	Mathematics
Personnel Management	

Remarks:

Personal interviews will be arranged by the department for applicants.

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Junior Year

Required Courses:		Quarter Hours
Fall Quarter		
BSC 355	Human Gross Anatomy	4
BSC 355L	Human Gross Anatomy Lab	2
BSC 350	Human Physiology I	4
BSC 350L	Human Physiology Lab I	1
PHT 311	Kinesiology I	3
		14

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Junior Year con't.

Required Courses:		Quarter Hours
Winter Quarter:		
BSC 356	Human Gross Anatomy	4
BSC 356L	Human Gross Anatomy Lab	2
BSC 351	Human Physiology II	4
BSC 351L	Human Physiology Lab II	1
PHT 312	Kinesiology II	3
PHT 352	Basic Therapeutic Skills	2
		16
Spring Quarter:		
BSC 357	Neuroscience	5
BSC 357L	Neuroscience Lab	2
PHT 320	Principles of Pathology	4
PHT 323	Musculoskeletal Evaluation & Lab	6
PHT 353	Therapeutic Exercise	2
PHT 333	Clinical Clerkship I	1
		20
Summer Quarter:		
PHT 324	Prosthetics and Orthotics	3
PHT 354	Rehabilitation	2
PHT 334	Clinical Clerkship II	4
		9

Senior Year

Fall Quarter:		
PHT 314	Orthopedic Surgery	5
PHT 317	Clinical Orthopedics	3
PHT 344	Dynamics of Patient-Therapist Relationship	2
PHT 415	Neurology and Neurosurgery	3
PHT 417	Clinical Neurology	2
PHT 425	Evaluation of the Developing Child	2
PHT 435	Clinical Clerkship III	4
		21

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY:

Senior Year con't.

Winter Quarter:		Quarter Hours
PHT 416	Electrodiagnosis	4
PHT 426	Research Methods and Design	2
PHT 456	Neurophysiologic Techniques	6
PHT 446	Community Medicine	3
PHT 447	Organization & Administration	5
PHT 438	Internship I (5 weeks)	5
		25

Spring Quarter:		
PHT 438	Internship II	10
PHT 407	Independent Study	2-5
		10-15

Remarks: Quarter Hours: 115-120

The Department offers a program of study designed to develop the student's professional understanding and skills that will be utilized in evaluating the need for and implementing programs to prevent or therapeutically deal with physical functional loss related to injury or disease processes. The primary emphasis of prevention and treatment is on the neuromusculoskeletal, pulmonary, and cardiovascular systems. Through courses, laboratories, and clinical experiences, the student becomes skilled in evaluation, care and understanding of patients, the organization and administration of physical therapy services, community health care delivery systems, and research techniques.

Graduates of the program are prepared to function professionally in direct patient care, administration, consulting or research at a facility on the community, state or national levels.

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

MAJOR: Social Work

Degree: Bachelor of Science

Contact: Department of Social Work
Tel: (305) 552 2324

LOWER DIVISION PREPARATION:

As a part of the 90 quarter hours (60 semester hours) of lower division coursework necessary to enter this upper division major, note the following recommendations and/or course requirements.

Required Courses:

An Associate of Arts degree from a social science stream of a Pre-Social Work Program.

Recommended Courses:

The following courses are offered in the Community College and the student is urged to take them before entering the Social Work Program at Florida International University:

Human Growth & Development
Introductory Sociology
Social Problems
Marriage and the Family
Human Relations
Social Statistics
Introduction to Social Welfare

Remarks:

Equivalent preparatory coursework taken at a four-year institution is acceptable as equivalent to the Associate of Arts degree. The student not meeting the above requirements or the equivalent will be admitted, but must design an individualized program of study in consultation with a program advisor to complete the requirements.

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses: Quarter Hours

Junior Year

Fall Quarter

SOW 301 - Historical & Philosophical Perspectives of Social Welfare Services 5
SOW 302 - Contemporary Issues and Problems in Social Welfare Policy 5
ANT 403 - Anthropological Approaches to Cultural Minorities (5)
or
SOC 471 - Minorities (Race & Ethnic Relations) (5)

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM:

Required Courses:	Quarter Hours
Junior Year con't.	
or	
PSY 307 - Human Growth & Development	(5)
or	
SOW 305 - Dynamics of Human Behavior in the Social Environment	(5)
*(Required only if not satisfactorily completed at the lower division level.)	
	15
Winter Quarter	
SOW 305 - Dynamics of Human Behavior in the Social Environment	(5)
or	
*ANT 403 - Anthropological Approaches to Cultural Minorities	(5)
or	
*SOC 471 - Minorities (Race & Ethnic Relations)	(5)
SOW 306 - Self-Awareness, Self-Modification & Services	5
HSM 304 - Health & Social Service Delivery Systems	5
*(If not taken Fall Quarter.)	
	15
Spring Quarter	
SOW 307 - Social Work Practice Skills I	5
SOW 308 - Field Experience I	10
	15
Senior Year	
Fall Quarter	
SOW 407 - Social Work Practice Skills II	5
SOW 408 - Field Experience II*	10
*The student should plan in consultation with a faculty advisor to complete the second field experience during the Fall or Winter Quarter of the Senior Year.	15
Winter Quarter	
SOW 401 - Methods of Community Research	5
Two Electives	10
	15
*Electives:	
Winter Quarter, Senior Year: Two Courses	10
Spring Quarter, Senior Year: Three Courses	15
	90

FLORIDA INTERNATIONAL UNIVERSITY

School of Health and Social Services

FLORIDA INTERNATIONAL UNIVERSITY PROGRAM: con't.

Remarks:

The student considering graduate study in social work should include introductory courses in economics and political science among his or her electives.

The department offers an integrated educational experience for the student major which combines the theoretical and practical. The primary objective of the program is to enable the student to develop competence for beginning level entry into the profession of social work. The program is accredited by the Council on Social Work Education.

*Electives:

SOW 317 - Techniques of Interviewing

SOW 405 - Person Systems in Distress

SOW 417 - Community Organization

SOW 420 - Field Experience III

SOW 429 - Senior Project

SOW 433 - Understanding the Process of Aging

SOW 480 - The Systems Approach in the Social Services

SOW 485 - Crises in the Lives of Women

SOW 495 - Individual Study

SOW 496 - Directed Readings

SOW 500 - Independent Research

SOW 501 - Evaluating Social Service Programs I

SOW 502 - Evaluating Social Service Programs II

SOW 515 - Techniques of Prevention and Early Intervention

SOW 530 - Professional Values in the Human Services

SOW 596 - Seminar in Social Work

IX. OTHER INFORMATION

The External Degree Program

- The External Degree Program is a self-directed, non-residential program for the residents of Florida. The program enables the student to take advantage of all educational resources throughout Florida without requiring residence on any campus.

- Individual study plans are designed for each student in the form of an educational contract. The length of time required to complete the program will vary according to the amount of credit needed to complete degree requirements as well as the speed with which the student wishes to work.

- The following programs in the School offer the External Degree option:

  - Criminal Justice
  - Health Science
  - Social Work

- The External Degree Program has been approved for scholarships, loans and Veteran's Benefits.

- NOTE: Sample copy of External Degree Program Educational Contract is shown on pages 76-84.

External Degree Program Educational Contract (Sample Copy)
(continued on next page)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

JOHN SMITH

Contract Date: SEPTEMBER 23, 1974
DEGREE: BACHELOR OF SCIENCE
College or School: HEALTH & SOCIAL SERVICES

Applying for:
Financial Aid LEEP
Veterans' Benefits YES
Schedule of Meetings: MONTHLY

Completion Date: SEPTEMBER 22, 1975
MAJOR: CRIMINAL JUSTICE
Area of Concentration:
CRIMINAL JUSTICE ADMINISTRATION

Self-Directed Records:
Activity Reports MONTHLY
Journals MONTHLY
Social Security No. 000-00-0000
Place of Birth PALM BEACH, FLORIDA
Date of Birth FEBRUARY 8, 1932

SUMMARY:

1. Credit For Previous Academic Experience	100.0
2. Credit for Life/Work Experience	0.0
A. Lower Division Equivalence	15.0
B. Upper Division Credit	40.0
Formal Coursework	20.0
4. Independent Study	5.0
5. Educational Project	
Total	180.0

TITLE OF EDUCATIONAL PROJECT (IF ANY):

Contract Fee and Program Support $350.00

This fee does not cover any formal classroom courses taken as a regular or special student at any institution of higher education.

With the completion of the academic work described in this contract, the student will be presented with the appropriate baccalaureate degree.

JOHN SMITH DATE

VALID FOR CAMPUS USE ONLY

External Degree Program Educational Contract (Sample Copy)
(continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

Transfer Credit: JOHN SMITH

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
		MIAMI-DADE COMMUNITY COLLEGE MIAMI, FLORIDA 1968-1973			90.0
		ASSOCIATE OF ARTS DEGREE AWARDED MAY 9, 1973			
		FLORIDA ATLANTIC UNIVERSITY BOCA RATON, FLORIDA 1973-1974			10.0
		TOTAL			100.0

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FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

Documented Life/work Experience JOHN SMITH

Specification of Documented Life/Work Experience:

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
		EMPLOYMENT:			
		MIAMI POLICE DEPARTMENT; MIAMI, FLORIDA; 1965-PRESENT			
		- COMMANDING OFFICER OF THE PERSONNEL UNIT; 1972-PRESENT			
		- COMMANDING OFFICER OF STATION SECURITY; DEMOCRATIC AND REPUBLICAN CONVENTIONS; 1972			
		- PROMOTED TO LIEUTENANT; 1972			
		- SHIFT SUPERVISOR; ACCIDENT INVESTIGATION UNIT; 1967-1972			
		- SUPERVISOR; TASK FORCE IN PATROL DUTIES			
		- INSTRUCTOR; POLICE ACADEMY; BASIC LAW ENFORCEMENT; 1966-1974			
		- CUSTOMS INSPECTOR; U.S. CUSTOMS (PART-TIME); 1964-1969			
		- SUPERVISOR; RADIO PATROL DUTIES; 1964-1966			
		- PROMOTED TO POLICE SERGEANT; 1964			
		- POLICE MOTORCYCLE DRILL TEAM; 1961			
		- PROMOTED TO PATROLMAN FIRST CLASS; 1959			
		- MOTORCYCLE OFFICER; 1957-1964			
		- POLICE BEAT OFFICER; 1956-1957			
		TRAINING PROGRAMS:			
		MIAMI POLICE DEPARTMENT; MIAMI, FLORIDA			
		- MID-MANAGEMENT CAREER DEVELOPMENT; 120 HRS;			
		- CAREER DEVELOPMENT (SUPERVISION); 80 HRS; MAR 30, 1975			

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CONTINUED ON NEXT PAGE

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External Degree Program Educational Contract (Sample Copy)
(continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

Documented Life/work Experience JOHN SMITH
Specification of Documented Life/Work Experience:

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
		TRAINING PROGRAMS - CONT - HUMAN RESOURCE DEVELOPMENT SEMINAR; 8 HRS; DEC 14, 1972 - DEMOCRATIC NATIONAL CONVENTION POLICE TRAINING PROGRAM; 80 HRS; FEB-JUNE 18, 1972 - ROBBERY CONTROL SEMINAR; 35 HRS; APRIL 24, 1972-APRIL 28, 1972 - POLICE COMMUNITY INTERACTION PROGRAM; 80 HRS; MAY 7, 1971 - LEADERSHIP TRAINING; 40 HRS; FEB 9-APRIL 3, 1970 - COMMUNITY RELATIONS; 14 HRS; 1969 - EFFECTIVE SUPERVISORY PRACTICES; 36 HRS; JAN 1, 1967 - LAW ENFORCEMENT OFFICERS TRAINING SCHOOL ON POLICE MANAGEMENT; 40 HRS; OCT 9-JAN 3, 1967 - DEFENSIVE DRIVING INSTRUCTORS COURSE OF THE NATIONAL SAFETY COUNCIL; 16 HRS; OCT 21-22, 1967 - JUVENILE DELINQUENCY SEMINAR; 8 HRS; APRIL 1, 1966 - SUPERVISION THROUGH REPORTS SEMINAR; 8 HRS; DEC 7, 1965 - CROWD CONTROL RIOT TRAINING; 16 HRS; JUNE 3-4, 1965 - RADIOLOGICAL MONITORING; 8 HRS; FEB 25, 1965 - SUPERVISORY METHODS; 31 HRS; JUNE 8-JULY 8, 1964			

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Page 3B

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

Documented Life/work Experience JOHN SMITH
Specification of Documented Life/Work Experience:

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
		TRAINING PROGRAMS - CONT - METROPOLITAN COURT TRAINING; 32 HRS; JUNE 1-JULY 3, 1959 - MIAMI POLICE ACADEMY; 474 HRS; OCT 10-DEC 22, 1956 AWARDS: MOST OUTSTANDING OFFICER OF THE MONTH; MIAMI POLICE DEPARTMENT; MIAMI, FLORIDA; SEPT 1958 VOLUNTEER WORK: UNITED FUND KEYMAN; MIAMI POLICE DEPARTMENT; 1973 MILITARY SERVICE: UNITED STATES MARINE CORPS; KOREA, JAPAN, AND UNITED STATES; 1952-1955			

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(UPPER DIVISION) TOTAL	15.0

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External Degree Program Educational Contract (Sample Copy)
(continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

Formal Coursework: JOHN SMITH

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
		FLORIDA INTERNATIONAL UNIVERSITY			
		FALL, 1974			
CRJ 402		METHODS OF RESEARCH IN CRJ			5.0
CRJ 301		NATURE & CAUSES OF CRIME			5.0
CRJ 312		PERSONNEL SELECT, DEVELOP, & CONTROL			5.0
		WINTER, 1975			
CRJ 302		ROLES OF LAW ENFORCEMENT			5.0
CRJ 303		PROSECUTION & JUDICIAL POLICY MAKING			5.0
		FLORIDA ATLANTIC UNIVERSITY			
		SPRING, 1975			
CRJ 420		CORRECTIONAL ADMINISTRATION			5.0
CRJ 410		POLICE IN POLITICAL CONTEXT			5.0
		SUMMER, 1975			
SWE 320		SOCIAL WELFARE			5.0
		***THE STUDENT MUST REGISTER AND PAY FOR ALL FORMAL COURSEWORK.			
		***THE STUDENT MUST REQUEST TRANSCRIPTS FROM ANY COLLEGE/UNIVERSITY WHERE FORMAL COURSEWORK IS TAKEN FOR THE CONTRACT. THESE MUST BE IN THE EXTERNAL DEGREE OFFICE BEFORE THE STUDENT WILL BE OFFICIALLY CERTIFIED TO RECEIVE HIS/HER DIPLOMA OF GRADUATION.			
		VALID FOR CAMPUS USE ONLY			
		TOTAL			40.0

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External Degree Program Educational Contract (Sample Copy)
(continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

INDEPENDENT STUDY: JOHN SMITH

Independent Study Plan: JOHN SMITH WILL DEVELOP THREE (3) EXTENSIVE INDEPENDENT RESEARCH STUDIES AND WRITE THREE (3) TOPIC PAPERS DESCRIBED BELOW.

DEPARTMENT NO.	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
CRJ 496		INDEPENDENT RESEARCH FULFILLED BY THE FOLLOWING THREE (3) RESEARCH STUDIES AND THREE (3) TOPIC PAPERS: 1) HISTORY AND ORGANIZATION OF LEAA - OUTLINE THE DISTRIBUTION OF FUNDS WITH DETAILED INFORMATION ON THE SYSTEM UTILIZED IN FLORIDA FOR MANAGEMENT AND DISTRIBUTION OF FUNDS; DETAILED INFORMATION ON THE TYPE OF GRANTS (I.E., ACTION, DISCRETIONARY, ETC.) 2) STATE LEVEL LAW ENFORCEMENT - AN ANALYSIS OF THE FLORIDA STRUCTURE - ALL STATE GOVERNMENTAL UNITS WHICH HAVE BEEN GRANTED THE POWER TO ENFORCE LAWS (THE VIOLATION OF WHICH CARRIES A CRIMINAL SANCTION) WILL BE IDENTIFIED AND THE ENFORCEMENT OF THE LAWS WILL BE DISCUSSED 3) THE MODERN PHILOSOPHY OF REHABILITATION - THIS STUDY WILL ATTEMPT TO MAKE PRACTICAL APPLICATION OF THE MODERN PHILOSOPHY OF REHABILITATION TO THREE CORRECTIONAL INSTITUTIONS BY THE DEVELOPMENT OF THREE RELATED AND CONTINUOUS PHASES OF THE CORRECTIONAL PROCESS: CLASSIFICATION SYSTEM, INSTITUTIONAL TRAINING, AND COMMUNITY SERVICE TOPIC PAPERS: 1) ABSENTEEISM IN THE POLICE DEPARTMENT 2) VICTIMLESS CRIMES 3) THE USE OF ELECTRONIC COMPUTER IN POLICE COMMUNICATION			20.0
				Total	20.0

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External Degree Program Educational Contract (Sample Copy) (continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

EDUCATIONAL PROJECT: JOHN SMITH

Description of Educational Project: JOHN SMITH WILL DEVELOP A RESEARCH STUDY PAPER ON THE TOPIC STATED BELOW.

Course Requirements Fulfilled By This Educational Project:

DEPARTMENT NO	ID	TITLE	TYPE	GRADE	CREDIT EARNED QUARTER HOURS
CRJ 496		INDEPENDENT RESEARCH FUFILLED BY THE FOLLOWING PROJECT: THE DEVELOPMENT OF FLORIDA CRIME INFORMATION CENTER - THIS RESEARCH WILL BEGIN WITH THE LEGISLATURE MANDATE TO DEVELOP A STATEWIDE SYSTEM AND INCLUDE EACH DEVELOPMENT STAGE. THE PROJECT WILL SHOW WHAT PROGRAMS HAVE BEEN INITIATED AND WHAT INFORMATION MADE AVAILABLE TO THE LAW ENFORCEMENT OFFICERS IN FLORIDA. THE STUDY WILL CONTAIN A SECTION OUTLINING THE METHOD(S) USED TO SAFEGUARD THE PRIVACY OF THE INFORMATION CONTAINED IN THE SYSTEM. *** THE STUDENT WILL SUBMIT A PROPOSAL AND OUTLINE PRIOR TO THE DEVELOPMENT OF EACH RESEARCH STUDY.			5.0
			Total		5.0

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External Degree Program Educational Contract (Sample Copy)
(continuation)

FLORIDA INTERNATIONAL UNIVERSITY

SCHOOL OF INDEPENDENT STUDIES EXTERNAL DEGREE PROGRAM
EDUCATIONAL CONTRACT

NARRATIVE COMMENT: JOHN SMITH

THIS CONTRACT REPRESENTS A TOTAL OF 180.0 QUARTER CREDIT HOURS TOWARD THE COMPLETION OF FORMAL COURSEWORK, CREDIT FOR LIFE/WORK EXPERIENCES, INDEPENDENT STUDY ACTIVITIES AND INVOLVEMENT IN CRIMINAL JUSTICE ACTIVITIES, REQUIRED FOR A BACHELOR OF SCIENCE DEGREE IN CRIMINAL JUSTICE WITH THE MAJOR CONCENTRATION IN CRIMIANL JUSTICE ADMINISTRATION.

WITH THE COMPLETION OF THE WORK DESCRIBED IN THIS CONTRACT AND RECOMMENDATION OF THE ACADEMIC ADVISOR, JOHN SMITH WILL BE AWARDED THE APPROPRIATE DEGREE.

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FLORIDA INTERNATIONAL UNIVERSITY
FINANCIAL AID OFFICE
GENERAL INFORMATION

Florida International University subscribes to the philosophy that a student is entitled to a college education regardless of his or her financial condition. The Office of Financial Aid has an extensive program of student financial aid which includes scholarships, grants, loans and employment. Awards are based on need. Each application is given individual attention.

Assistance may be in the form of a scholarship, loan, part-time employment or a combination of all three in a "package". Florida International participates in the National Direct Student Loan Program, the Florida Student Loan Program, the Federal Nursing Loan and Scholarship Program, the Law Enforcement Education Program, the College Work-Study Program, the Florida Student Assistance Grant Program, the Supplemental Education Opportunity Grant Program, and the Basic Educational Opportunity Grant Program. Forms for the Federally Insured Loan, a type of transaction between local lenders and the student, are also processed through the Office of Financial Aid. Interest rates vary, and most loans are repayable starting six months to a year after graduation or withdrawal from the University.

In order to qualify for aid, a student must be degree seeking. A new application for aid must be submitted each year. Forms are available in February for the following Summer Quarter and academic year. Students enrolling in the Summer and Fall are strongly encouraged to apply between February 1 and May 1 in order to receive priority consideration. Apply as soon as possible. DO NOT wait until you have been accepted by the admissions office. Students starting FIU in the Winter Quarter should apply during the previous October. Before a financial aid application can be evaluated, students are expected to do the following:

1. Complete a Parents Confidential Statement (PCS) or a Student Financial Statement (SFS) which is mailed directly to the College Scholarship Service. The student must complete a PCS if during the preceeding 12 months he/she resided with, was claimed as a dependent for federal income tax purposes, or received $600.00 or more from one or both parents or legal guardian.

2. Complete an office application and mail it to the Financial Aid Office.

(Financial Aid Information, continued)

3. All transfer students must complete the financial aid transcript from (Section A-C) available at FIU's Financial Aid Office, and have their Financial Aid Office complete Section D and mail it to FIU.

If a student is dependent and his/her family's gross income is less than $15,000.00 or if he/she is an independent student and his/her gross income is less than $15,000.00, the student is expected to do the following, assuming he/she meets the basic qualifications of the program:

1. Apply for the Florida Student Assistance Grant Program. The student must be a U.S. citizen and a Florida resident for at least 24 months immediately preceeding the beginning of the academic year for which he/she is applying. The student must be enrolled for at least 12 hours per quarter. Applications must be submitted by March 1, 1975.

2. Apply for the Basic Economic Opportunity Grant (BEOG) Program and submit the Student Eligibility Report to FIU. In order to be eligible the student must have started his/her post high school education after April 1, 1973. The student must be enrolled for at least 12 hours per quarter.

Awards may be adjusted if the income of the student changes. Applicants who fail to notify the Financial Aid Office of assistance from other sources are subject to complete withdrawal of aid.

Please note that the opportunities for financial assistance are limited if a student is not a resident alien or a United States citizen.

ADDITIONAL REMINDERS

1. Apply as soon as possible and read all instructions before completing the application.

2. Round off all dollar totals to the nearest dollar.

3. Be sure to sign each application.

4. Complete ALL necessary applications; incomplete applications will NOT be evaluated.

5. If a question does not apply to you, indicate this by N/A or by "0". Do not leave any questions blank.

(Financial Aid Information, continued)

6. If you are completing the Parent's Confidential Statement (PCS), be sure to answer items 28 and 29. Also do not hesitate to make comments concerning your financial situation in item 31.

7. In completing the Students Financial Statement (SFS), be sure to answer items 21 through 39.

8. FIU's College Scholarship Code Number is 5206.

9. If you are applying for the Florida Student Assistance Grant, a copy of the PCS or SFS must be sent to the Florida Department of Education. Their Code Number is 0650.

10. All students must complete a PCS or SFS and FIU's office application. Most students should apply for the Florida Student Assistance Grant. If you started post-secondary education after April 1, 1973, you should apply for the Basic Educational Opportunity Grant (BEOG).

11. Keep the Financial Aid Office informed of any changes in your financial situation.

TYPES OF AID AVAILABLE

LOANS

National Direct Student Loans — There are low interest loans to students who are U.S. nationals or permanent residents. To be eligible, you must demonstrate financial need.

Federally Insured Loans — These are long-term loans made available through the State of Florida, hometown banks, savings and loan associations and credit unions. Applications and information may be secured from any lender participating in this program or from the Office of Student Financial Aid. A listing of lenders in the Miami area who are currently participating in the program is on file at the Office of Financial Aid.

Florida State Loans — Available to undergraduate students who have been legal residents of Florida for at least two years and who demonstrate financial need.

U.S. Cuban Loans — Available to Cuban Nationals who demonstrate financial need. Priority will be given to students who have already received these loans.

Nursing Loans — Federally supported loan program for eligible junior and senior students studying nursing. Loans are awarded on the basis of financial need.

Law Enforcement Education Program Loans — Eligible student are those enrolled in a program leading to a degree directly related to law enforcement.

University Loans — These are long-term loans based on need for undergraduate and graduate students. They are provided by funds received through the Board of Regents.

Short-term Loans — Available to students for a maximum of 90 days. These loans carry a nominal service charge.

SCHOLARSHIPS GRANTS-IN-AID

Scholarships — Scholarships are granted on the basis of need and the recipient's academic achievement. They are granted annually, and the awards shall be continued as long as funds are available, and the necessary stipulations are met.

Educational Opportunity Grants — These Federal grants are available to qualifying students from low income families. Students who have not received EOG monies before their senior year in college are not eligible to be placed on this program.

Law Enforcement Education Program Grants — Awards up to $600 per year are available to students who are presently employed by a law enforcement agency.

Nursing Grants — Awarded on a need basis to students pursuing a course of study leading to a degree in nursing.

Basic Opportunity Grant — A federal grant program which, when funded, will make funds available to students who are eligible based on family income.

Florida Student Assistance Grant — A state grant program awarded to students by the State Department of Education based on financial need.

PART-TIME EMPLOYMENT

College Work Study Program — Provides both on-campus and off-campus employment for qualified needy students.

Student Employment — A limited number of jobs are available for students on campus who do not qualify under the College Work Study Program.

Off-Campus Employment — Listings of available part-time employment with employers in the Miami area are available at the Student Financial Aid Office, and will be posted on the Florida International University bulletin board on the second floor of Primera Casa.

GRADUATE STUDENTS

Graduate students should apply for loans and part-time employment at the Office of Student Financial Aid. Information concerning graduate assistantships and fellowships may be obtained from the Dean of the School in which the student expects to enroll.

INTERNATIONAL STUDENTS

Students from abroad who have financial need may apply for loans and scholarships reserved for international students.

FINANCIAL AID FROM OUTSIDE AGENCIES

Eligible students should seek information regarding Social Security benefits, vocational rehabilitation, etc. directly from that agency. A counselor is available in the Student Services Office to counsel with veterans.

Career Planning and Placement Department Services

A number of programs of interest to students in the School of Health and Social Services are offered by the Career Planning and Placement Department. A career Employer Resource Library containing materials about career fields, employment options for various majors, and employer organizations is located in University House 330/331. A staff of professional and experienced counselors is available to provide individual advising and counseling about career-employment options. Students involved in career decision making may also make use of interest inventories and self-assessment instruments provided through the Department.

The Career Planning and Placement Department makes periodic contacts with employers, locally and nationally, to keep informed about career position opportunities, to encourage on-campus interviews with prospective candidates and to inform employers about programs and students at Florida International University. Students planning to embark on a career employment search might consider beginning at the Career Planning and Placement Department, Room UH 330. On campus interviews with employers begin in mid-October and continue through mid-May of each academic year.

Students needing to secure part-time or full-time employment to assist with educational and living expenses will find position opportunities listed with the Career Planning and Placement Department. Employment information is available in notebooks located in the common area of the Division of Student Services, Room UH 340. Professional full-time career opportunities are also available in the vacancy notebooks. Vacancy notices are also posted on the Career Planning and Placement Department bulletin boards located on the first floor of University House and the lobby floor of Primera Casa.

For additional information on available services or to establish an appointment, contact the Career Planning and Placement Department, Room UH 330, telephone number 552-2436. The Director of the Career Planning and Placement Department is Ms. Karel King.

The International Student Advisor

International Student Advisors are identified in each program where a significant number of international students are enrolled. Students who are of concern to the International Advisor are:

- The student with the F-1, student visa, or J-1, exchange visitor visa.
- American students completing a significant amount of previous studies abroad.
- Naturalized Cubans who bring collegiate transfer credits from Cuba or South American universities.

Specific information for students with the F-1 student or J-1 exchange visitor visa includes:

- Admission Requirements: Student must meet the academic requirements of the chosen program, including proof of English proficiency. Student must also possess verification of financial support for his first year of studies at Florida International University.
- Special Student: A foreign student may not enroll as special student. Immigration regulations state that he/she must be degree seeking. Few exceptions are made which include:
  - ··A graduate student pending receipt of test scores.
  - ··A full-time student at Miami-Dade Community College pursuing a course at Florida International University.
  - ··Full-time definition: According to Immigration Regulations, an undergraduate foreign student must enroll in at least 14 quarter hours, a graduate student must enroll in at least 10 quarter hours.
- Normal Academic Progress: A foreign student on F-1 or J-1 visa must make normal academic progess (based upon the regular time it takes a student to complete the major) in order to maintain the legal status with Immigration. A foreign student may use the summer quarter if he/she should need to make up NC's from previous quarters. The Office of Foreign Student Affairs reviews foreign transcripts each quarter. The program advisor also assists the student in identifying problems and in searching for solutions or supportive services to meet student needs.

- ·Florida International University officials are required by the U.S. Immigration and Naturalization Service to report foreign students who either drop from school, do not make normal academic progress, or enroll in less than the minimum number of hours.

- ·Internships: A foreign student may pursue an internship as long as it is a part of the program of studies. In that a foreign student must obtain permission from Immigration to work off campus. The internship should be cleared through the Office of Foreign Student Services, Ms. Maria Lavernia. The student will be provided an I-538 Form signed and certified by the Office of Foreign Student Services.

- Non-Resident Tuition Waivers: The Non-Resident Tuition Wavier waives the out-of-state portion of the tuition. Out of a total of $550 for undergraduates and $405 for graduates, the Waiver covers $360. Therefore, the student is responsible only for the in-state portion of the fee.

- NOTE: A Foreign Student Handbook is available upon request from the Office of Foreign Student Services.

Request for Change of Major

- Student completes Request for Change of Major form and requests department to forward student records for review.
- Student secures approval of admitting department.
- All copies of Request for Change of Major form are returned to the Office of Registration and Records.
- The Office of Registration and Records will distribute copies to departments.
- NOTE: Sample Copy of Request for Change of Major form is shown on page 93.

Request for Change of Major Form (Sample Copy)

FLORIDA INTERNATIONAL UNIVERSITY

REQUEST FOR CHANGE OF MAJOR

CLGEN ☐☐
ZCOLL ☐☐
MJPGM ☐☐☐☐
(OFFICE USE ONLY)

INSTRUCTIONS:
1. Student completes form and secures approval of admitting department.
2. Return all copies to Registration & Records.
3. Registration and Records will distribute copies to departments.
4. Upon receipt of form, the former department should forward all Student records to the new department.

☐☐☐☐☐☐☐☐☐
STUDENT NUMBER

NAME _____
LAST FIRST MIDDLE

CURRENT MAJOR: _____ COLLEGE/SCHOOL: _____

CHANGE TO NEW MAJOR: _____ CODE ☐☐☐☐

NEW COLLEGE/SCHOOL: _____

STUDENT'S SIGNATURE: _____ DATE: _____

The above named student is approved for transfer into the major indicated above effective _____ Quarter, 19____.

_____
Signature of Dean/Department Chairman of NEW Major

DISTRIBUTION:
WHITE - Registration & Records
CANARY - New Department
PINK - Former Department (PLEASE FORWARD RECORDS)
GOLDENROD - Student

NC-2 Grade Report Form (Sample Copy)

SCHOOL OF HEALTH AND SOCIAL SERVICES

NC - 2 GRADE REPORT FORM

_____ QUARTER, 197____

STUDENT NAME: _____

STUDENT NUMBER: _____

COURSE NUMBER: _____

COURSE TITLE: _____

CREDIT HOURS: _____

Specific work to be completed for removal of NC - 2 grade:

1.

2.

3.

4.

COMMENTS:

Signature of Evaluator

_____

Date: _____

Residency Codes

- F - Florida Resident
  By definition: If the student is a citizen of the United States and has physically resided and has had his habitation, domicile, home and permanent abode in the State of Florida for at least 12 consecutive months immediately preceding his registration.

- N - Non-Florida Resident
  Applicant who is a United States citizen, but who does not fulfill the above requirement. (Also coded for those students who neglect to sign and have notorized the proper residency section on the application.)

- A - Alien
  Applicant who is not a United States citizen and who does not qualify for Resident Alien status. (Also coded for those applicants who may be Resident Aliens but who neglect to sign the proper residency sections on the application.)

- R - Resident Alien
  Applicants qualify for Resident Alien status if they have a Resident Alien Card with a Florida Port of Entry. Also if they have a Card and have lived in the State of Florida for 12 consecutive months. Cuban Exiles also qualify as long as they have lived in the State of Florida for 12 consecutive months prior to registration.

Clinical and Field Experiences

- As an integral part of the program curriculum, the student is provided supervised learning experiences in community service agencies. The Clinical and Field Work experience is a period of orientation, observation and practice in the delivery of health and social services which is structured concurrently with relevant classroom experiences. Over 120 community organizations in the State of Florida and other states are utilized for student internship, field practice and clinical experiences.

Continuing Education and Special Programs

- The School in concert with the Division of Continuing Education, offers many credit courses in Off-Campus locations in Dade, Broward, Collier and Monroe Counties. The Criminal Justice Program offers the complete program on an off campus basis in Broward County. A baccalaureate program for Registered Nurses is offered in Collier County, Naples, Florida. Also, the School in conjunction with the

the Division of Continuing Education - Department of Conferences sponsors non-credit workshops, institutes and conferences in the community and internationally, thus increasing the range of educational opportunities available to the community and abroad.

Individualized Program of Studies

- The Individualized Program of Studies provides a flexible system for auditing the course requirements of each degree seeking student.
- When utilized to its full potential, the Program of Studies is both a degree plan and an accounting system. As a degree plan, it contains the courses necessary to complete a specific degree; as an accounting system, it is the means by which a student and the advisor audit degree progress.
- The Program of Study is planned by the Advisor and student together. The student is given a copy of the PGS for his/her records.
- Each quarter the Program of Study is up-dated by the computer.
- NOTE: A "PGS" Manual may be obtained from the Office of Registration and Records.

  Sample Copy of the Individualized Program of Studies form is shown on page 97.

Individualized Program of Studies Form (Sample Copy)

ILLUSTRATION

STUDENT I.D. 369029488

FLORIDA INTERNATIONAL UNIVERSITY
INDIVIDUALIZED PROGRAM OF STUDIES

DATE 03/03/7

ACTION		COURSE NO.	COURSE TITLE	CREDITS	GRADE	ENROLLED		PROGRAM OF STUDIES	FUTURE QUARTER	ADVISOR
			* TRANSFER AND/OR LIFEWORK CREDIT *							
	33304	TRNSCRDT	MIAMI DADE JR COLLEGE	90.0						
			* COMPLETED PROGRAM OF STUDIES COURSES *							
	72904	FIA 337	Jewelry Metals	5.0	A	972	*	373		
	72908	FIA 325	Painting	5.0	B	972	*	972		
	72912	PHI 426	Phils of Society	5.0	C	972	*	972		
	73104	FIA 337	Jewelry Metals	5.0	A	173	*	373		
	73108	ARH 585	Contemporary Art	5.0	B	173	*	173		
	73112	FIA 315	Drawing	5.0	B	173	*	173		
	73304	FIA 316 C	Figure Drawing	5.0	A	373	*	373		
	73312	ARH 305 C	Survey Contemp Arts	5.0	B	373	*	373		
	73604	FIA 337 C	Jewelry Metals	5.0	B	673	*	373		
	73608	FIA 365 C	Ceramics	5.0	B	673	*	673		
	73912	EDU 311 C	General Teaching I	5.0	CR	973	*	973		
			*FUTURE PROGRAM OF STUDIES COURSES *							
C	999	EDS 416	Art Grades 7-12 Teaching Lab	5.0				***	6/74	
C	999	EDS 425	Student Teaching	15.0				***	6/74	
C	999	EDU 312	General Teaching II	5.0				***	9/74	
C	999	EEL 405	Art Grades K-6 Teaching Lab	5.0				***	1/75	
			* PROGRAM OF STUDIES COURSES WITH NC GRADES *							
D	73908	EDU 305 C	Schooling in Amer	5.0	NC 2	973		973		
			* COURSES NOT DESIGNATED PROGRAM OF STUDIES *							
	73308	FIA 337 C	Jewelry Metals	5.0	NC 2	373				
A	73904	FIA 345 C	Printmaking	5.0	CR	973				
A		BUA 601		5					1/75	
A		CHE 301		3						
A		CHE 301L		2						

SCHOOL	MAJOR		ENTRY DATE
AS	1008	ART & CRAFTS	0972

ADVISEMENT DATE 4/10/77

DEGREE HOURS REQUIRED	TRANSFER HOURS ACCEPTED	PROGRAM-S HOURS REQUIRED	PROGRAM-S HOURS LISTED	PROGRAM-S HOURS NEEDED
180.0	90.0	90.0	90.0	.0

SUZI STUDENT
1800 SW 44 AVENUE
MIAMI FL

STUDENT'S SIGNATURE

ADVISOR'S SIGNATURE

CURRENTLY ENROLLED

FIU DEGREE HOURS COMPLETED 55.0

DEGREE HOURS REMAINING 35.0

STUDENTS SHOULD SEE FACULTY ADVISOR TO MAKE CORRECTIONS AND/OR CHANGES TO INDIVIDUALIZED PROGRAM OF STUDIES

ADVISOR - 1

- 7 -

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About FIU Students

When Florida International University opened its doors to students in 1972, all but ten percent of the students came from South Florida. Well over half were enrolled full-time; over a third of them were married and three-fourths worked.

Of those who worked while attending college, more than twenty-four percent worked more than twenty hours a week, and nearly twenty-five percent worked full-time.

Most students drove more than thirty minutes to get to the campus. There have been few changes to the statistics stated above.

Statistics on the School of Health and Social Services

Student Profile Fall, 1974

62.0% - female
38.0% - male

47.5% - married
42.0% - single

26.2% - part-time
73.8% - full-time

72.5% - Dade residents
19.8% - Florida residents
7.7% - Non-Florida residents

29 - Mean age

Campus Directory

Academic Affairs		
Vice President's Office	552-2151	PC 527
Arts and Sciences College of		
Anthropology	552-2249	DH 333
Biological Sciences	552-2201	DH 204
Dean's Office	552-2864	DH 445
Economics	552-2316	DH 382
English	552-2874	DH 404
Fine Arts	552-2895	DH 432
History	552-2328	DH 423
Liberal Studies	552-2864	DH 445
Mathematical Sciences	552-2742	DH 416
Modern Languages	552-2851	DH 402
Philosophy and Religion	552-2185	DH 320
Physical Sciences	552-2605	DH 302
Psychology	552-2880	DH 430
Political Science	552-2226	DH 331
Sociology	552-2749	DH 333
Athletics Dept. of	552-2665	W4 201
Bookstore	552-2691	UH 130
Business and Organizational Sciences School of		
Business Environment	552-2571	DH 347
Business Law	552-2571	DH 347
Business Policy	552-2571	DH 347
Counseling Graduate and Undergraduate	552-2781	DH 363
Dean's Office	552-2751	DH 352
Finance and Accounting	552-2581	DH 367C
Insurance	552-2571	DH 347
Management	552-2791	DH 316
Marketing	552-2571	DH 347
Policy Marketing and Environment	552-2571	DH 347
Public Administration	552-2675	DH 312
Real Estate	552-2571	DH 347
Cafeteria-Food Service Office	552-2697	UH 114A
Campus Ministry	552-2215	PC 233
Clinic Health	552-2401	PC 304
Community Affairs		
Alumni Affairs	552-2817	PC 522N
Conferences Department of	552-2278	PC 242
Continuing Education	552-2281	PC 230
Development Office of	552-2358	PC 522A
External Degree Program	552-2376	PC 222
Independent Studies	552-2376	PC 222
Information Services	552-2231	PC 522A
Inter-Collegiate Athletics	552-2661	W4 203
International Affairs Center	552-2846	PC 224
Joint Center for Environmental and Urban Affairs	552-2536	TR M-3
Labor Institute for Research and Studies	552-2371	PC 220
Off Campus Credit Courses	552-2281	PC 230
Publications	552-2268	PC 522A
School of Independent Studies	552-2376	PC 222
School Service Center	552-2281	PC 230
Vice-President's Office	552-2155	PC 526
Women's Institute	552-2373	PC 220
Education School of		
Office of Student Information and Advisement	552-2721	DH 392
Curriculum and Instruction Childhood and Secondary Education	552-2561	DH 465
Dean's Office	552-2769	DH 396
General Professional Education and Educational Administration	552-2724	DH 387
Health and Physical Education Recreation and Athletics	552-2661	W4 203
Athletic Office	552-2665	W4 203
Psycho-Educational Services-Education School Psychology	552-2551	DH 483
Vocational and Adult Education		
Vocational Education Industrial Arts Industrial-Technical	552-2711	DH 483
Home Economics	552-2712	DH 480
Adult Education	552-2713	DH 480
Health and Social Services School of		
Criminal Justice	552-2323	TR M-1
Dean's Office	552-2501	DH 256
Dietatics and Nutrition	552-2978	DH 260
Health Science	552-2803	DH 280
Medical Technology	552-2870	DH 225
Nursing	552-2228	DH 284
Occupational Therapy	552-2263	DH 212
Physical Therapy	552-2266	DH 212
Social Work	552-2324	DH 292
Hotel, Food and Travel Services School of	552-2591	DH 454
Employment		
Faculty	552-2151	PC 527
Staff	552-2181	PC 510
Student	552-2431	UH 340
External Degree Program Department of	552-2376	PC 222
Library		
Assistant Director	552-2463	PC 140
Acquisitions Department	552-2471	PC 140
Catalog Department	552-2474	PC 140
Circulation Department	552-2451	PC 141
Collection Development Department	552-2473	PC 140
Curriculum Laboratory	552-2411	PC 141
Director	552-2461	PC 141D
Documents Department	552-2481	PC 141
Environmental and Urban Affairs Library	552-2414	PC 141
Gift and Exchange Section	552-2472	PC 140
Information	552-2479	PC 140
Interlibrary Loan Section	552-2451	PC 141
International Affairs Library	552-2414	PC 141
Microforms Section	552-2458	PC 141
Reference Department	552-2479	PC 141
Reserve Section	552-2451	PC 141
Serials Department	552-2465	PC 140
Special Collections Department	552-2411	PC 141
President's Office	552-2111	PC 529
Registrar and Director of Academic Operation Dept. of	552-2733	DH 497
Registration and Records	552-2361	PC 216
Records	552-2367	PC 240
Safety and Security Department of	552-2626	W4 103
Student Government Association		
Executive Body	552-2121	UH 310
Senate	552-2121	UH 311
Student Publications	552-2118	UH 212A
Student Services, Division of		
Academic Advising	552-2421	UH 340
Career Counseling and Planning	552-2436	UH 340
Cooperative Education	552-2421	UH 340
Counseling, Personal	552-2421	UH 340
Dean's Office	552-2421	UH 340
Financial Aid	552-2431	UH 340
Information	552-2421	UH 340
International Student Advising	552-2421	UH 340
Job Placement, Student	552-2436	UH 340
Student Activities	552-2137	UH 211
Student Organizations	552-2137	UH 211
Student Publications Adviser	552-2137	UH 211
Veterans Programs and Services	552-2421	UH 340
Technology School of		
Construction	552-2764	DH 236
Dean's Office	552-2521	DH 242
Engineering Technology	552-2807	VH 330
Environmental Technology	552-2824	VH 315
Industrial Technology	552-2256	DH 233
Admissions and Community College Relations	552-2311	PC 210